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Administrative Assistant

RN APPRAISAL SERVICES LTD

📍 1039 WALKOWSKI PLACE NW Edmonton, AB

📄 Job Description

Location: 1039 WALKOWSKI PLACE NW Edmonton, AB T6W 3G7

Salary: 26.50 hourly / 30 hours per Week

Terms of employment: Permanent employment Full time

Start date: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Additional information

Work conditions and physical capabilities

📍 Company Address

📍 1039 WALKOWSKI PLACE NW
Edmonton, AB

✉️ rnappraisals@gmail.com

📄 Job Overview

Job Number: 2391839

Location: 1039 WALKOWSKI PLACE
NW Edmonton, AB

Start Date: 2023, May 11

End Date: 2023, Dec 10

Job Category: Administrative Support

Job Position: Administrative Assistant

Qualification Required: Secondary
(high) school graduation certificate

Package: \$26.50 Hourly

Min Experience: 0 (Year) 7 (Month)

Max Experience: 1 (Year) 0 (Month)

Employment Type: Full Time

Attention to detail

Personal suitability

Flexibility

Organized

Team player

Client focus

Reliability

How to apply

By email

rnappraisals@gmail.com

Post Resume at: rnappraisals@gmail.com

Print



Email:
contact@canadajobhub.ca

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