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Administrative assistant

SRK Weeping Tile & Slinger Services

Address: 7204 68 Street NW Edmonton, AB

Job Description

Location: 7204 68 Street NW Edmonton, AB T6B 3V5
 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
 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
 Attention to detail

Personal suitability

Judgement

Organized

Company Address

Address: 7204 68 Street NW
 Edmonton, AB

srkweepingtiles@gmail.com

Job Overview

Job Number: 24822577

Location: Address: 7204 68 Street NW
 Edmonton, AB

Start Date: 2024, Aug 22

End Date: 2025, Feb 18

Job Category: Others

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

Team player

Client focus

Reliability

How to apply

By email

srkweepingtiles@gmail.com

Post Resume at: srkweepingtiles@gmail.com

Print



Email:
contact@canadajobhub.ca

Navigations

Navigations

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