

Administrative assistant (NOC 13110)

Kirpal Transportation Ltd.

Job ID
47212

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/47212>

LOCATION	DATE POSTED	EXPIRY DATE	
2530 33A Avenue NW Edmonton, AB T6T 1Z4, Edmonton, AB Alberta	22-07-2025	13-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.64 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

administrative assistant
Kirpal Transportation Ltd.

Job details

Location 2530 33A Avenue NW Edmonton, AB
T6T 1Z4

Salary

25.64 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day, Morning

Start date Starts as soon as possible

vacancies 1 vacancyOverview

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Office

How to apply

By email

kirpaltransportationinquiries@gmail.com

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Office

How to apply

By email

kirpaltransportationinquiries@gmail.com

Downloaded from newcomersjobs.com on 01-11-2026