Administrative assistant

FCL Construction Inc

Job ID
48420

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LOCATION	DATE POSTED	EXPIRY DATE
4216 97 Street NW, Edmonton, AB | Alberta	06-12-2025	01-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.74 hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Administrative assistant

FCL Construction Inc

Job details

Location

4216 97 Street NW

Edmonton, AB

T6E 5Z9

Work location On site

Salary

26.74 hourly / 35.00 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Experience and specialization

Computer and technology knowledge

MS Office

Electronic mail

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By mail

4216 97 Street NW

Edmonton, AB

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Advertised until

To be determined

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