

administrative assistant

Admin

Job ID
50642

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/50642>

LOCATION

9131 39 Avenue Northwest, Edmonton, AB |
Alberta

DATE POSTED

02-07-2026

EXPIRY DATE

29-12-2026

TYPE OF JOB

Full Time

SALARY

CAD \$18.65/hr

MIN. EXPERIENCE

No Experience

MIN. EDUCATION

No degree, certificate
or diploma

Job Details

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

Downloaded from newcomersjobs.com on 01-11-2026