

administrative assistant

Admin

Job ID
51561

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/51561>

LOCATION	DATE POSTED	EXPIRY DATE	
9131 39 Avenue NW, Edmonton, AB Alberta	01-10-2026	30-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$18.65/hr	No Experience	No degree, certificate or diploma

Job Details

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee development of communication strategies

Respond to employee questions and complaints

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Plan, organize, direct, control and evaluate daily operations

Downloaded from newcomersjobs.com on 01-11-2026