administrative assistant

Admin

Job ID
51711

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LOCATION	DATE POSTED	EXPIRY DATE
9131 39 Avenue NW, Edmonton, AB | Alberta	19-10-2026	17-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $18.65/hr	No Experience	No degree, certificate or diploma

Job Details

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Responsibilities

Tasks

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

Fast-paced environment

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Team player

Client focus

Reliability

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