

## administrative assistant

Admin

Job ID  
**51714**

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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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