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# ADMINISTRATIVE ASSISTANT

**Posted by:** Reliable Trucking Corporation

**Location:** Elk Point

**Salary:** \$16.00 Per Hour

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## Job Details

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**Job ID**

NCJ6045423

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**Posting Date :** 31-Oct-2024

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**Expiry Date :** 29-Apr-2025

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

### ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Reliable Trucking Corporation on September 16, 2024

#### JOB DETAILS

**Location**

Elk Point, AB T0A 1A0

**Salary**

\$16.00 hourly / 40 hours per Week

**TERMS OF EMPLOYMENT****Permanent employment**

Full time

**Shift**

Day, Morning, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**Work setting**

Transportation company

**RESPONSIBILITIES****Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Train, direct and motivate staff
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Liaise with management, union officials and HR consultants
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database

### **Experience and specialization**

#### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Electronic mail

#### **Area of work experience**

- Purchasing, procurement and contracts

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

## **WHO CAN APPLY TO THIS JOB?**

### **The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

## **HOW TO APPLY**

### **By applying directly to Job Bank (Direct Apply)**

#### **By email**

reliabletrucking-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [reliabletrucking-jobs@post.com](mailto:reliabletrucking-jobs@post.com)

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