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# Administrative assistant

**Posted by:** East-West Express 2015 Inc.

**Location:** Edmonton

**Salary:** \$64000 Per Year

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## Job Details

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**Job ID**

NCJ5161617

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**Posting Date :** 22-Sep-2024

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**Expiry Date :** 21-Mar-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 at East-West Express 2015 Inc.**

**Location -** 11743 231 Street NW Edmonton, AB T5S 2C5

**Salary -** 64,000 annually / 40 hours per Week

**Vacancies-** 1 Vacancy

**Terms of employment-** Permanent employment, Full time

**Start date-** As soon as possible.

### **Job Requirements**

**Languages-** English

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

**Experience-** 7 months to less than 1 year

### **Tasks**

- Train, direct and motivate staff
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Provide customer service
- Perform basic bookkeeping tasks

### **Benefits**

#### Health benefits

- Dental plan
- Disability benefits
- Health care plan

### **Employment groups -**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Seniors, Veterans, Visible minorities, Youth.

**How to apply**

By email - [jobsateastwestexpress@gmail.com](mailto:jobsateastwestexpress@gmail.com)

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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: [jobsateastwestexpress@gmail.com](mailto:jobsateastwestexpress@gmail.com)

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