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Administrative assistant

Posted by: APPLE ACADEMY CHILDCARE & OSC LTD.

Posting date: 13-Jun-2024 **Closing date:** 10-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$26.00 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: NCJ5175707

Job description:

- Vacancies: 2
- 4611 199 St NW, Edmonton, AB- T6M 1M5
- Salary: \$26.00 hourly
- Hours: 35 hours per Week
- Terms of employment: Permanent, Full time, Day, Evening, Morning, Weekend
- Start date: As soon as possible
- Employer: APPLE ACADEMY CHILDCARE & OSC LTD.
- Employment Group: Newcomers, Indigenous People

Job Details:

- Languages: English
 - Education: Secondary (high) school graduation certificate
 - Experience: 1 year to less than 2 years
 - On site: Work must be completed at the physical location. There is no option to work remotely.
 - Computer and technology knowledge: MS Excel, MS PowerPoint, MS Word
 - Work conditions and physical capabilities: Tight deadlines, Attention to detail, Repetitive tasks
 - Personal suitability: Team player, Client focus
- Responsibilities
- Coordinate the flow of information within the team
 - Plan and organize daily operations
 - Determine and establish office procedures and routines
 - Schedule and confirm appointments
 - Answer telephone and relay telephone calls and messages
 - Order office supplies and maintain inventory
 - Greet people and direct them to contacts or service areas
 - Type and proofread correspondence, forms and other documents
 - Maintain and manage digital database
- How to apply
- By email: hiring.appleacademy@gmail.com
 - By mail: 4611 199 St NW, Edmonton, AB-T6M 1M5