



Administrative assistant

Posted by: APPLE ACADEMY CHILDCARE & OSC LTD.

Location: Edmonton

Salary: \$26.00 Per Hour

Job Details

Job ID

NCJ5175707

Posting Date : 13-Jun-2024

Expiry Date : 10-Dec-2024

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

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

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: [hiring.appleacademy@gmail.com](mailto: hiring.appleacademy@gmail.com)

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