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# Administrative Assistant

**Posted by:** ESSO HIGH PRAIRIE

**Location:** High Prairie

**Salary:** \$29.50 - 31.50 Per Hour

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## Job Details

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**Job ID**

NCJ4502963

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**Posting Date :** 26-Sep-2024

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**Expiry Date :** 25-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

### Overview

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

Job Type:

Permanent Employment & Full Time

On site

Work must be completed at the physical location. There is no option to work remotely.

Address

4247 53 Ave High Prairie, AB T0G 1E0

**Responsibilities****Tasks**

Supervise other workers

Train other workers

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

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

**Supervision**

1 to 2 people

**Experience and specialization**

## **Computer and technology knowledge**

- MS Outlook
- MS Word
- MS Access
- MS Office

## **Area of specialization**

- Correspondence
- Contracts
- Statistics
- Charts, tables, graphs and diagrams

## **Additional information**

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

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks

### **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Team player
- Client focus
- Reliability

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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: [jobs.rukmanigroupltd@yahoo.com](mailto:jobs.rukmanigroupltd@yahoo.com)**

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