



Administrative Assistant

Posted by: ESSO HIGH PRAIRIE

Location: High Prairie

Salary: \$29.50 - 31.50 Per Hour

Job Details

Job ID

NCJ4502963

Posting Date : 26-Sep-2024

Expiry Date : 25-Mar-2025

Education : Secondary (high) school graduation certificate

Language : ENGLISH

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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

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

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