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# Administrative Assistant (NOC- 13110)

**Posted by:** 2223933 Alberta Corp

**Location:** Edmonton

**Salary:** \$29.50 Per Hour

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## Job Details

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**Job ID**

NCJ3570125

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**Posting Date :** 24-Jul-2024

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**Expiry Date :** 20-Jan-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

**Title:** Administrative Assistant (NOC- 13110)

Employer: 2223933 Alberta Corp

Employer Business Address: 9166 34A Ave NW, Edmonton, AB, T6E 5P4, Canada

Salary: \$29.50 per hour

Vacancies: 1 position

Terms of employment: Permanent employment, Full time 30-40 hours / week

Start date: As soon as possible.

### **Job requirements**

**Languages:** English

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

**Experience:** 1 year to less than 2 years

### **Responsibilities**

#### **Tasks:**

- Determine and establish office procedures and routines.
- Schedule and confirm appointments.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries.
- Order office supplies and maintain inventory.
- Greet people and direct them to contacts or service areas.
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Set up and maintain manual and computerized information filing systems.
- Type and proofread correspondence, forms and other documents.
- Perform data entry.

**Who can apply to this job?**

**Only apply to this job if:**

You are a Canadian citizen or a permanent resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

### **How to apply**

#### **By email:**

navrajsinghbrar0@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: [navrajsinghbrar0@gmail.com](mailto:navrajsinghbrar0@gmail.com)**

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