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# Administrative Assistant

**Posted by:** Allen Townsend

**Location:** Sherwood Park

**Salary:** \$26 Per Hour

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## Job Details

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**Job ID**

NCJ4358640

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**Posting Date :** 07-Feb-2025

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**Expiry Date :** 06-Aug-2025

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**Education :** Secondary High School

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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

**administrative assistant** 

Sunset Oilfield Services

**Job details**

37 Ridgehaven Crescent  
Sherwood Park, AB  
T8A 6H9

On site

26.00 hourly / 40 hours per Week

Permanent employment  
Full time

Day

Starts as soon as possible

1 vacancy

Job Bank #3170576

## Overview

### 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.

## Responsibilities

### Tasks

- 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

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

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## Who can apply to this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## How to apply

### Direct Apply

By Direct Apply

### By email

[sunsetoilfield@ajoc.ca](mailto:sunsetoilfield@ajoc.ca)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?

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