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# Office Clerk

**Posted by:** 101099449 Saskatchewan Ltd o/a Accumark Air Spray

**Location:** Nipawin

**Salary:** \$21.63 Per Hour

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## Job Details

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**Job ID**

NCJ4383028

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**Posting Date :** 22-May-2025

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**Expiry Date :** 18-Nov-2025

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**Education :** Completion of secondary school education may be required

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

**Specific Skills:**

- Answer all e-mails, phone inquiries, and relay inquiry or messages to right people or department

- Prepare and proofread mail and email correspondence
- Oversees all incoming and outgoing document and distribute to the appropriate personnel
- Reproduce and organize documents for distribution, mailing, and office records
- Facilitate the transmission and receipt of communications and documents through electronic mail systems
- Oversee the inventory of office supplies, procure office supplies if needed, and coordinate the maintenance problem to maintenance department
- Support the preparation of meeting agendas, attend meetings, and document proceedings through minute-taking.
- Provide support in administrative processes including budget submissions, contract management, and work schedule coordination
- Responsible for sorting, processing, and verifying receipts and other related documents.
- May coordinate and oversee the workflow of other office support personnel
- Scan, categorize, and archive documents following company guidelines
- Locate, retrieve, or duplicate documents from files as per clients
- Ensure proper tracking of filed and removed materials
- Monitor the removal of documents from files to ensure that loaned documents are duly returned
- Maintain a record keeping of daily visitor count
- Enter the client information into the system for record-keeping purposes.

**Terms of Employment:** Permanent, Full-time

**Language of work:** English

**Wage:** 21.63 per hour

**Hours:** 30 to 40 hours per week

**Work Location:** Nipawin, Saskatchewan

**Education:** Completion of secondary school education may be required

**Work Experience:** Experience is an Asset; Employers willing to train the right candidate

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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: [admin@agdronecanada.ca](mailto:admin@agdronecanada.ca)

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