



Office Administration

Posted by: Shreeji Enterprise

Location: Edmonton

Salary: \$\$27 Per Hour

Job Details

Job ID

NCJ3079194

Posting Date : 24-Feb-2026

Expiry Date : 23-Aug-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Job Location

10180 - 101 Street suite 3400 ,EDMONTON, Alberta,T5J 3S

Job Type

OFFICE WORK

The Role

- **Position:** Administrative Assistant (Office)
 - **Type:** Full-time and Permanent
 - **Pay:** \$27.00 per hour
 - **Hours:** 30 to 40 hours per week
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What You Will Do (Main Duties)

- **Communication:** Answer phone calls, take messages, and respond to emails.
 - **Meetings:** Attend meetings or conferences to take notes (minutes) and prepare them afterward.
 - **Scheduling:** Book and confirm appointments for the office.
 - **Reception:** Greet visitors and show them where to go.
 - **Organization:** Sort and deliver physical and digital mail. Make sure information gets to the right people or departments.
 - **Paperwork:** Create, type, and check documents like invoices, reports, and brochures. This includes working from handwritten notes or recordings.
 - **Filing:** Set up and manage both paper and computer filing systems.
 - **Office Management:** Decide on the best daily routines for the office, keep track of supplies, and order more when needed.
 - **Data:** Gather and organize statistics or other important information.
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What You Need (Requirements)

- **Education:** High school diploma (Secondary school graduation).
 - **Experience:** Between 1 and 2 years of experience in a similar office role.
 - **Language:** You must be able to speak and write in English.
 - **Location:** The office is based in **Edmonton, Alberta**.
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How to Apply

You can apply using one of these two methods:

1. **Email:** Send your application to **1266521bcltd@gmail.com**.
2. **Mail:** Send your resume to:

10180 - 101 Street, Suite 3400

Edmonton, Alberta, T5J 3S4

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: 1266521bcltd@gmail.com

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