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ADMINISTRATIVE ASSISTANT

Posted by: Reliable Trucking Corporation

Posting date: 31-Oct-2024 **Closing date:** 29-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$16.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5666142

Job description:

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Reliable Trucking Corporation on September 16, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$16.00 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Morning, Weekend

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Transportation company

RESPONSIBILITIES

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Train, direct and motivate staff
- 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
- Oversee the preparation of reports
- Advise senior management
- Liaise with management, union officials and HR consultants
- Arrange travel, related itineraries and make reservations
- 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

- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Electronic mail

Area of work experience

- Purchasing, procurement and contracts

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

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 valid Canadian work permit

HOW TO APPLY

By applying directly to Job Bank (Direct Apply)

By email

reliabletrucking-jobs@post.com

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

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?