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Administrative assistant

Posted by: East-West Express 2015 Inc.

Posting date: 22-Sep-2024 **Closing date:** 21-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$64000 Per Year

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3369917

Job description:

Administrative assistant at East-West Express 2015 Inc.

Location - 11743 231 Street NW Edmonton, AB T5S 2C5

Salary - 64,000 annually / 40 hours per Week

Vacancies- 1 Vacancy

Terms of employment- Permanent employment, Full time

Start date- As soon as possible.

Job Requirements

Languages- English

Education- Secondary (high) school graduation certificate

Experience- 7 months to less than 1 year

Tasks

- Train, direct and motivate staff
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- 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
- Provide customer service
- Perform basic bookkeeping tasks

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan

Employment groups -

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Seniors, Veterans, Visible minorities, Youth.

How to apply

By email - jobsateastwestexpress@gmail.com