



Office clerk

Posted by: APCS ENGINEERING LTD.

Posting date: 16-May-2024 **Closing date:** 12-Nov-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$29.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6102181

Expired

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

Responsibilities

Tasks

- Type and proofread correspondence, forms and other documents
- Receive and forward telephone or electronic enquiries
- Work on reports from manual or electronic files, inventories and databases
- Sort, process and verify applications, receipts and other documents
- Process incoming and outgoing mail manually or electronically
- Send and receive messages
- Compile data, statistics and other information
- Provide general information to clients and the public
- Photocopy and collate documents for distribution, mailing and filing
- Order office supplies and maintain inventory
- Perform data entry
- Label files according to retention and disposal schedules
- Organize and schedule office work

Experience and specialization

Computer and technology knowledge

- MS Word
- MS PowerPoint

Additional information

Security and safety

- Basic security clearance

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

resume.apcs@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

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: resume.apcs@gmail.com

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