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## Administrative assistant

**Posted by:** Vast Energy

**Posting date:** 21-May-2024      **Closing date:** 17-Nov-2024

**Education:** Secondary Education

**Language:** English

**Job location:** Lloydminster

**Salary:** \$25.64 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5980335

## Job description:

### Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents