



## Administrative Specialist

**Posted by:** EMET Industries Inc.

**Posting date:** 27-Nov-2024      **Closing date:** 26-May-2025

**Education:** Completion of secondary school education

**Language:** English

**Job location:** Other

**Salary:** \$24.60 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3910336

Expired

### Job description:

**Company Operating Name:** EMET Industries Inc

**Business Address:** Beauval, SK

**Position Title & # Of Vacancies:** 1 Position

#### Specific Skills:

Accommodate visitors and ascertain nature of business.

Distribute incoming regular mail, emails, and other materials.

Received calls and other electronic inquiries and relay to employers and other department.

Arrange meetings, conferences, and appointments with the employer.

Maintain and prepare inventory and manage the purchasing of supplies.

Review requisition orders and verify ordered products.

Contact suppliers for scheduled deliveries and other concerns.  
Maintain stock rotations.  
Dispose outdated stocks.  
Prepare and proofread correspondence, invoices, and sales report.  
Reconcile physical and computer based inventories.  
Establish/Modify existing or new office procedures to enhance business flow.  
Gather necessary data and other information to aid business research activities and inventory.  
May prepare payroll and prepare cheques for employees' wages.  
Oversees and may train staff or new hires.

**Terms of Employment:** Permanent, Full time  
**Language of work:** English  
**Wage:** 24.60 per hour  
**Hours:** 30 to 40 hours per week  
**Location of work:** Beauval, Saskatchewan  
**Work Setting:**

**Benefits:**

- o 15 days annual vacation
- o Medical and Dental Benefits – upon completion of 90 days full – time employment
- o Annual Discretionary Bonus after 1 year of full – time employment; performance and compatibility profitability base
- o 10% discount on all In-Store purchases, including immediate family members.

**Security and Safety:** Criminal Record Check

**Transportation/Travel Information:** Public Transportation is **NOT** available

**Education:** Completion of secondary school education is usually required

**Work Experience:** Experience is an asset

**HOW TO APPLY**

By email: [kellyhr437@gmail.com](mailto:kellyhr437@gmail.com)

**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: [kellyhr437@gmail.com](mailto:kellyhr437@gmail.com)

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