



## Administrative assistant

**Posted by:** PARHAR CUSTODIAL SERVICES

**Posting date:** 07-Mar-2024      **Closing date:** 03-Sep-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Taber

**Salary:** \$28 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ5778088

Expired

## Job description:

### Administrative assistant

#### Job details

Taber, AB  
T1G 1E3

28.00 hourly / 32 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

2 vacancies

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

## Responsibilities

### Tasks

Arrange and co-ordinate seminars, conferences, etc.

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Order office supplies and maintain inventory

Type and proofread correspondence, forms and other documents

## Benefits

### Other benefits

Parking available

## How to apply

### By email

[parharcustodial@gmx.com](mailto:parharcustodial@gmx.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: [parharcustodial@gmx.com](mailto:parharcustodial@gmx.com)

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**