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Administrative Assistant

Posted by: Super Cat Transport Ltd.

Posting date: 19-Jun-2024 **Closing date:** 16-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$26.35 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ1251917

Job description:

Employer: Super Cat Transport Ltd.

Address: 3315 11 Ave NW, Edmonton, AB T6T 2C5

Position: Administrative Assistant

Wage: 26.35 / Hour

Hours per week: 30 to 40

Job type: Permanent Full-time

Vacancy: 1

Start Date: As soon as possible

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Work setting:

Transportation company

Responsibilities:

- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform basic bookkeeping tasks

Work conditions and physical capabilities:

- Fast-paced environment
- Attention to detail
- Repetitive tasks

How to apply:

- By email: info@supercattransport.com
- By mail: 3315 11 Ave NW, Edmonton, AB T6T 2C5