



## **ADMINISTRATIVE ASSISTANT (NOC: 13110)**

**Posted by:** Distinct Motors Inc

**Posting date:** 02-Jul-2024      **Closing date:** 29-Dec-2024

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

**Language:** English

**Job location:** Elk Point

**Salary:** \$27 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1745410

**Expired**

### **Job description:**

## **ADMINISTRATIVE ASSISTANT (NOC: 13110)**

Posted on by Distinct Motors Inc. on June 28, 2024

### **JOB DETAILS**

#### **Location**

Elk Point, AB T0A 1A0

#### **Salary**

\$27.00 hourly / 35 hours per Week

### **TERMS OF EMPLOYMENT**

## **Permanent employment**

Full time

## **Start date**

Starts as soon as possible

## **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

## **RESPONSIBILITIES**

### **Tasks**

- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries

- Advise senior management
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Maintain and manage digital database

## **EXPERIENCE AND SPECIALIZATION**

### **Area of specialization**

- Correspondence
- Reports and records
- Contracts

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

### **Personal Suitability**

- Ability to multitask
- Excellent oral communication

- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Adaptability
- Dependability
- Quick learner

#### **WHO CAN APPLY TO THIS JOB?**

##### **The employer accepts applications form:**

Canadian citizens and permanent or temporary residents of Canada  
Other candidates with or without a valid Canadian work permit.

#### **HOW TO APPLY**

##### **Direct Apply**

By applying directly to Job Bank (Direct Apply)

##### **By email**

[distinctmotors-careers@post.com](mailto:distinctmotors-careers@post.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: [distinctmotors-careers@post.com](mailto:distinctmotors-careers@post.com)**

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