



Administrative assistant

Posted by: APPLE ACADEMY CHILDCARE & OSC LTD.

Posting date: 13-Jun-2024 **Closing date:** 10-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$26.00 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ1741324

Expired

Job description:

- Vacancies: 2
- 4611 199 St NW, Edmonton, AB- T6M 1M5
- Salary: \$26.00 hourly
- Hours: 35 hours per Week
- Terms of employment: Permanent, Full time, Day, Evening, Morning, Weekend
- Start date: As soon as possible
- Employer: APPLE ACADEMY CHILDCARE & OSC LTD.

•••••••••• Employment Group: Newcomers, Indigenous People

Job Details:

•••••••••• Languages: English

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

•••••••••• Experience: 1 year to less than 2 years

•••••••••• On site: Work must be completed at the physical location. There is no option to work remotely.

•••••••••• Computer and technology knowledge: MS Excel, MS PowerPoint, MS Word

••••••~ Work conditions and physical capabilities: Tight deadlines, Attention to detail, Repetitive tasks

••••••~ Personal suitability: Team player, Client focus

Responsibilities

••••••~ Coordinate the flow of information within the team

••••••~ Plan and organize daily operations

••••••~ Determine and establish office procedures and routines

••••••~ Schedule and confirm appointments

••••••~ Answer telephone and relay telephone calls and messages

••••••~ Order office supplies and maintain inventory

••••••~ Greet people and direct them to contacts or service areas

••••••~ Type and proofread correspondence, forms and other documents

••••••~ Maintain and manage digital database

How to apply

••••••~ By email: [hiring.appleacademy@gmail.com](mailto: hiring.appleacademy@gmail.com)

••••••~ By mail: 4611 199 St NW, Edmonton, AB-T6M 1M5

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: [hiring.appleacademy@gmail.com](mailto: hiring.appleacademy@gmail.com)

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