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## 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

## 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