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Administrative Clerk

Posted by: Seastone Transport Ltd

Posting date: 22-Jul-2024 **Closing date:** 18-Jan-2025

Education: College/ CEGEP

Language: English

Job location: Edmonton

Salary: \$\$25.25 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ6751903

Job description:

- Vacancy: 2
- Employment Location: 4635 92 Avenue Edmonton, AB-T6B 2J4
- Salary: \$25.25 hourly
- Hours: 35 hours per Week
- Terms of employment: Permanent, Full time, Day, Evening, Night, Weekend
- Start date: As soon as possible
- Employer: Seastone Transport Ltd
- Employment Group: Indigenous, Newcomers and refugees

Job Details:

- Languages: English
- Education: College/CEGEP
- Experience: Will train
- On site: Work must be completed at the physical location. There is no option to work remotely.
- Work conditions and physical capabilities: Attention to detail
- Personal suitability: Organized, Punctuality, Team player
- Responsibilities
- Type and proofread correspondence, forms and other documents
- Receive and forward telephone or electronic enquiries
- Prepare invoices and bank deposits
- Provide general information to clients and the public
- Photocopy and collate documents for distribution, mailing and filing
- Order office supplies and maintain inventory
- Perform data entry
- Provide customer service
- Label files according to retention and disposal schedules
- Label, file and retrieve documents
- Organize and schedule office work
- How to apply
- By email: norm@seastonetransport.com
- By mail: 4635 92 Avenue Edmonton, AB-T6B 2J4