



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

Expired

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

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: norm@seastonetransport.com

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