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Administrative Assistant

Posted by: ESSO HIGH PRAIRIE

Posting date:26-Sep-2024   **Closing date**: 25-Mar-2025

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: High Prairie

Salary: $29.50 - 31.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time   **Job id**: CAJ3740105

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Job Type:

Permanent Employment & Full Time

On site

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

Address

4247 53 Ave High Prairie, AB T0G 1E0

Responsibilities

Tasks

  Supervise other workers
  Train other workers
  Record and prepare minutes of meetings, seminars and conferences
  Determine and establish office procedures and routines
  Schedule and confirm appointments
  Answer telephone and relay telephone calls and messages
  Answer electronic enquiries
  Compile data, statistics and other information
  Order office supplies and maintain inventory
  Arrange travel, related itineraries and make reservations
  Greet people and direct them to contacts or service areas
  Set up and maintain manual and computerized information filing systems
  Type and proofread correspondence, forms and other documents

Supervision

  1 to 2 people

Experience and specialization

Computer and technology knowledge

MS Outlook

MS Word

MS Access

MS Office

Area of specialization

Correspondence

Contracts

Statistics

Charts, tables, graphs and diagrams

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Client focus

Reliability