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Administrative Assistant

Posted by: Deliver Fast Logistics Ltd

Posting date: 02-Sep-2024 **Closing date:** 01-Mar-2025

Education: Secondary School

Language: English

Job location: Calgary

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ3785467

Job description:

Overview

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.

Responsibilities

Tasks

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

Additional information

Work conditions and physical capabilities

Attention to detail

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.