



## 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

Expired

## 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**.

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: [jobs.deliverfast@gmail.com](mailto:jobs.deliverfast@gmail.com)

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