



Administrative Assistant

Posted by: Yasmin House of Islamic Clothing

Posting date: 07-Feb-2025 **Closing date:** 06-Aug-2025

Education: Secondary High School

Language: English

Job location: Edmonton

Salary: \$25.80 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ5448118

Expired

Job description:

Administrative assistant

[YASMIN](#)

Job details

Edmonton, AB

T5E 5R8

On site

25.80 hourly / 35 hours per Week

Term or contract

Full time

Day, Shift, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3150017

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

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

Responsibilities

Tasks

Plan and control budget and expenditures

- Train other workers
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Order office supplies and maintain inventory
- Oversee payroll administration
- 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
- Perform data entry
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

- MS Windows
- MS Office
- Quick Books
- Electronic mail

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Tight deadlines
- Attention to detail
- Work with minimal supervision

Personal suitability

Ability to multitask
Organized
Team player
Time management
Adaptability
Quick learner

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

jobs@ajocinternational.com

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@ajocinternational.com

Posted on canadianjobportal.com