



## **ADMINISTRATIVE ASSISTANT**

**Posted by:** ULEA DIGITAL SERVICES INC

**Posting date:** 03-Mar-2025      **Closing date:** 30-Aug-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Elk Point

**Salary:** \$16 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2326965

**Expired**

### **Job description:**

## **ADMINISTRATIVE ASSISTANT (NOC:13110)**

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

### **JOB DETAILS**

#### **Location**

4610 – 50<sup>th</sup> Street Elk Point, AB T0A 0A0

#### **Salary**

\$16.00 hourly / 40 hours per Week

### **TERMS OF EMPLOYMENT**

#### **Permanent employment**

Full time

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW**

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**RESPONSIBILITIES**

**Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- 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
- Greet people and direct them to contracts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

**Experience and specialization**

- Computer and technology knowledge
- Google Docs

- MS Windows

- MS Office

**Area of specialization**

- Correspondence

- Reports and records

- Contracts

**ADDITIONAL INFORMATION**

**Work conditions and physical capabilities**

- Fast-paced environment

- Work under pressure

- Tight deadlines

- Attention to detail

- Repetitive tasks

**Personal suitability**

- Ability to multitask

- Excellent oral communication

- Excellent written communication

- Flexibility

- Organized

- Client focus

- Reliability

**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 valid Canadian work permit

**HOW TO APPLY**

**Email resume to:**

[uleadigitalservices-careers@post.com](mailto:uleadigitalservices-careers@post.com)

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

**Website**

<https://www.ulea.ca>

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: [uleadigitalservices-careers@post.com](mailto:uleadigitalservices-careers@post.com)

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