



ADMINISTRATIVE ASSISTANT

Posted by: Reliable Trucking Corporation

Posting date: 31-Oct-2025 **Closing date:** 29-Apr-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$16.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2195539

Job description:

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Reliable Trucking Corporation on September 16, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$16.00 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Morning, Weekend

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

Work setting

Transportation company

RESPONSIBILITIES**Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Train, direct and motivate staff
- 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
- Oversee the preparation of reports
- Advise senior management
- Liaise with management, union officials and HR consultants
- Arrange travel, related itineraries and make reservations

- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database

Experience and specialization**Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Electronic mail

Area of work experience

- Purchasing, procurement and contracts

ADDITIONAL INFORMATION**Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

WHO CAN APPLY TO THIS JOB?

The employer accepts applications form:

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

HOW TO APPLY**By applying directly to Job Bank (Direct Apply)****By email**

reliabletrucking-jobs@post.com

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

- Are you available for the advertised start date?
- 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?

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: reliabletrucking-jobs@post.com

Posted on canadianjobportal.com