



## Administrative Assistant

**Posted by:** GLOW DETAILING LTD

**Posting date:** 17-Feb-2024      **Closing date:** 15-Aug-2024

**Education:** Secondary School

**Language:** English

**Job location:** Edmonton

**Salary:** \$26.34

**Years of Experience:** less than 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4928870

Expired

## Job description:

JOB POSTING ADVERTISED

Administrative assistant - office VERIFIED

Posted on February 12, 2024 by Employer details **Glow Detailing Ltd**

## Job details

- Location Edmonton, AB T6E 5Y6
- Salary 26.34 hourly / 32 to 40 hours per Week
- Terms of employment Permanent employment Full time
- Day, Evening, Morning, Weekend

- Start date Starts as soon as possible
- Benefits: Other benefits
- vacancies 1 vacancy
- Verified
- Source Job Bank #2792106

## Overview

### Languages

English

### Education

- Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

## 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
- 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
- Set up and maintain manual and computerized information filing systems
- Provide customer service

## Experience and specialization

### Computer and technology knowledge

- MS Excel
- MS Windows
- MS Word

- MS Office

## **Additional information**

### Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail
- Repetitive tasks

### Personal suitability

- Ability to multitask
- Excellent oral communication
- Flexibility
- Organized
- Team player
- Accurate
- Client focus
- Reliability

## **Benefits**

### Other benefits

- Other benefits
- Parking available

### Employment groups [Help - Employment groups](#)

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Newcomers to Canada, Mature workers, Veterans, Visible minorities, Youth**

## **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

[glowdetailingedmonton@gmail.com](mailto:glowdetailingedmonton@gmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**