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ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted by: LS Bookkeeping Services Ltd

Posting date: 10-Jul-2024 **Closing date:** 06-Jan-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$25.65 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: DISJ5406877

Job description:

ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted on by LS Bookkeeping Services Ltd. on July 4, 2024

JOB DETAILS

Location

Edmonton, AB T6M 2N1

Salary

\$25.65/ 35 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.
- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Plan and organize daily operations
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information

- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Maintain and manage digital database

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS PowerPoint
- MS Windows
- MS Word
- MS Office

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Work with minimal supervision

Personal Suitability

- Ability to multitask

- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

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 a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

Isbookkeeping-jobs@post.com