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## Administrative Assistant

**Posted by:** ESSO HIGH PRAIRIE

**Posting date:** 26-Sep-2024      **Closing date:** 25-Mar-2025

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

**Language:** ENGLISH

**Job location:** High Prairie

**Salary:** \$29.50 - 31.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ5959166

## Job description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

Job Type:

## Permanent Employment & Full Time

### On site

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

### Address

4247 53 Ave High Prairie, AB T0G 1E0

## Responsibilities

### Tasks

- Supervise other workers
- Train other workers
- 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
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- 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

### Supervision

1 to 2 people

## Experience and specialization

### Computer and technology knowledge

MS Outlook

MS Word

MS Access

MS Office

### **Area of specialization**

Correspondence

Contracts

Statistics

Charts, tables, graphs and diagrams

### **Additional information**

#### **Work conditions and physical capabilities**

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

#### **Personal suitability**

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Client focus

Reliability