



## **Administrative Assistant**

**Posted by Yasmin House of Islamic Clothing**

**Posting Date :** 07-Feb-2025

**Closing Date :** 06-Aug-2025

**Location :** Edmonton

**Salary :** \$25.80 Per Hour

### **Job Requirements**

- **Education:** Secondary High School
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4802585

### **Job Description:**

**Administrative assistant**

## **Job details**

Edmonton, AB

T5E 5R8

On site

25.80 hourly / 35 hours per Week

Term or contract

Full time

Day, Shift, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3150017

## **Overview**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

Will train

### **On site**

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

## **Responsibilities**

### **Tasks**

Plan and control budget and expenditures

Train other workers

Plan, develop and implement recruitment strategies  
Schedule and confirm appointments  
Manage contracts  
Answer telephone and relay telephone calls and messages  
Order office supplies and maintain inventory  
Oversee payroll administration  
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  
Perform data entry  
Perform basic bookkeeping tasks  
Consult with clients after sale to provide ongoing support  
Organize and maintain inventory

## **Experience and specialization**

### **Computer and technology knowledge**

MS Windows  
MS Office  
Quick Books  
Electronic mail

## **Additional information**

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

Ability to work independently  
Tight deadlines  
Attention to detail  
Work with minimal supervision

### **Personal suitability**

Ability to multitask  
Organized  
Team player  
Time management  
Adaptability  
Quick learner

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## **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**

[jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)

**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: [jobs@ajocinternational.com](mailto:jobs@ajocinternational.com)**

**Posted on Disabled job Portal**