

**Expired**



## **Administrative Assistant**

**Posted by Super Cat Transport Ltd.**

**Posting Date :** 14-Feb-2025

**Closing Date :** 06-Mar-2025

**Location :** Edmonton

**Salary :** \$26.35 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3119068

### **Job Description:**

Employer: Super Cat Transport Ltd.  
Address: 3315 11 Ave NW, Edmonton, AB T6T 2C5  
Position: Administrative Assistant  
Wage: 26.35 / Hour  
Hours per week: 30 to 40  
Job type: Permanent Full-time  
Vacancy: 1  
Start Date: As soon as possible

Job Requirements:  
Languages: English  
Education: Secondary (high) school graduation certificate  
Experience: 7 months to less than 1 year

Work setting:  
Transportation company

Responsibilities:

- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform basic bookkeeping tasks

Work conditions and physical capabilities:

- Fast-paced environment
- Attention to detail
- Repetitive tasks

How to apply:

- By email: [info@supercattransport.com](mailto:info@supercattransport.com)
- By mail: 3315 11 Ave NW, Edmonton, AB T6T 2C5

**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: [info@supercattransport.com](mailto:info@supercattransport.com)**

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