



Office Administration

Posted by Shreeji Enterprise

Posting Date : 24-Feb-2026

Closing Date : 23-Aug-2026

Location : Edmonton

Salary : \$\$27 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2144803

Job Description:

Job Location

10180 - 101 Street suite 3400 ,EDMONTON, Alberta,T5J 3S

Job Type

OFFICE WORK

1266521 BC LTD (SHREEJI ENTERPRISE).

The Role

- **Position:** Administrative Assistant (Office)
 - **Type:** Full-time and Permanent
 - **Pay:** \$27.00 per hour
 - **Hours:** 30 to 40 hours per week
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What You Will Do (Main Duties)

- **Communication:** Answer phone calls, take messages, and respond to emails.
- **Meetings:** Attend meetings or conferences to take notes (minutes) and prepare them afterward.
- **Scheduling:** Book and confirm appointments for the office.
- **Reception:** Greet visitors and show them where to go.
- **Organization:** Sort and deliver physical and digital mail. Make sure information gets to the right people or departments.
- **Paperwork:** Create, type, and check documents like invoices, reports, and brochures. This includes working from handwritten notes or recordings.
- **Filing:** Set up and manage both paper and computer filing systems.
- **Office Management:** Decide on the best daily routines for the office, keep track of supplies, and order more when needed.

- **Data:** Gather and organize statistics or other important information.
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What You Need (Requirements)

- **Education:** High school diploma (Secondary school graduation).
 - **Experience:** Between 1 and 2 years of experience in a similar office role.
 - **Language:** You must be able to speak and write in English.
 - **Location:** The office is based in **Edmonton, Alberta**.
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How to Apply

You can apply using one of these two methods:

1. **Email:** Send your application to **1266521bcltd@gmail.com**.
2. **Mail:** Send your resume to:

10180 - 101 Street, Suite 3400

Edmonton, Alberta, T5J 3S4

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: 1266521bcltd@gmail.com

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