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## ADMINISTRATIVE ASSISTANT

Posted by **Reliable Trucking Corporation**

### Job Details

**Posting Date:** 31-Oct-2024

**Closing Date:** 29-Apr-2025

**Location:** Elk Point

**Salary:** \$16.00 Per Hour

### Job Requirements

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

**Language:** English

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ5177530

### Job Description

# ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Reliable Trucking Corporation on September 16, 2024

## JOB DETAILS

### **Location**

Elk Point, AB T0A 1A0

### **Salary**

\$16.00 hourly / 40 hours per Week

## TERMS OF EMPLOYMENT

### **Permanent employment**

Full time

### **Shift**

Day, Morning, Weekend

### **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

### **Work setting**

Transportation company

## **RESPONSIBILITIES**

### **Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Train, direct and motivate staff
- 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
- Oversee the preparation of reports
- Advise senior management
- Liaise with management, union officials and HR consultants
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database

### **Experience and specialization**

#### **Computer and technology knowledge**

- €€€€€ MS Excel
- €€€€€ MS Outlook
- €€€€€ MS PowerPoint
- €€€€€ MS Windows
- €€€€€ MS Word
- €€€€€ Electronic mail

### **Area of work experience**

- €€€€€ Purchasing, procurement and contracts

### **ADDITIONAL INFORMATION**

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

- €€€€€ Fast-paced environment
- €€€€€ Work under pressure
- €€€€€ Tight deadlines
- €€€€€ Attention to detail
- €€€€€ Repetitive tasks
- €€€€€ Large workload
- €€€€€ Work with minimal supervision

### **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 valid Canadian work permit

## **HOW TO APPLY**

### **By applying directly to Job Bank (Direct Apply)**

### **By email**

reliabletrucking-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?