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ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted by Arc Plastics Inc.

Job Details

Posting Date: 02-Jul-2024

Closing Date: 29-Dec-2024

Location: Elk Point

Salary: \$25.50 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: YJ2783609

Job Description

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Arc Plastics Inc. on July 2, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$25.50 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day

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

RESPONSIBILITIES

Tasks

- Coordinate the flow of information within the team
- Establish and implement policies and procedures
- 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
- Advise senior management
- Respond to employee questions and complaints
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

- Perform data entry
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database
- Perform basic bookkeeping tasks

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Outlook
- MS Power Point
- MS Windows
- MS Word
- MS Office

Area of specialization

- Correspondence
- Reports and records
- Contracts

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Attention to detail
- Repetitive tasks
- Work with minimal supervision

Personal Suitability

- Ability to work independently
- Excellent oral communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus

- Reliability
- Time management
- Dependability
- Quick learner

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

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

arcplastics-jobs@post.com