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## Administrative Assistant

**Posted by:** Deliver Fast Logistics Ltd

**Posting date:** 02-Sep-2024      **Closing date:** 01-Mar-2025

**Education:** Secondary School

**Language:** English

**Job location:** Calgary

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** YJ5302226

## Job description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### **On site**

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

### **Responsibilities**

#### **Tasks**

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

### **Additional information**

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

Attention to detail

### **Who can apply to this job?**

#### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.