



Administrative Assistant

Posted by: Yasmin House of Islamic Clothing

Location: Edmonton

Salary: \$25.80 Per Hour

Job ID: YJ2834771

Posting Date: 07-Feb-2025

Expiry Date: 06-Aug-2025

Education: Secondary High School

Language: English

Vacancies: 1

Experience: Fresher (less than 1 year)

Job Type: Full Time

Job Description

Administrative assistant

YASMIN

Job details

Edmonton, AB

T5E 5R8

On site

25.80 hourly / 35 hours per Week

Term or contract

Full time

Day, Shift, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3150017

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

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

Responsibilities

Tasks

Plan and control budget and expenditures

Train other workers
Plan, develop and implement recruitment strategies
Schedule and confirm appointments
Manage contracts
Answer telephone and relay telephone calls and messages
Order office supplies and maintain inventory
Oversee payroll administration
Greet people and direct them to contacts or service areas
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents
Perform data entry
Perform basic bookkeeping tasks
Consult with clients after sale to provide ongoing support
Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

MS Windows
MS Office
Quick Books
Electronic mail

Additional information

Work conditions and physical capabilities

Ability to work independently
Tight deadlines
Attention to detail
Work with minimal supervision

Personal suitability

Ability to multitask
Organized
Team player
Time management
Adaptability
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

By email

jobs@ajocinternational.com

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: jobs@ajocinternational.com

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