



# ADMINISTRATIVE ASSISTANT

**Posted by: ULEA DIGITAL SERVICES INC**

**Location: Elk Point**

**Salary: \$16 Per Hour**

**Job ID:** YJ2511239

**Posting Date:** 03-Mar-2025

**Expiry Date:** 30-Aug-2025

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

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

### ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

## **JOB DETAILS**

### **Location**

4610 – 50<sup>th</sup> Street Elk Point, AB T0A 0A0

### **Salary**

\$16.00 hourly / 40 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **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**

- Arrange and co-ordinate seminars, conferences, etc.
- 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
- Order office supplies and maintain inventory
- Greet people and direct them to contracts or service areas
- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

### **Experience and specialization**

- Computer and technology knowledge
- Google Docs
- MS Windows
- MS Office

### **Area of specialization**

- Correspondence
- Reports and records
- Contracts

### **ADDITIONAL INFORMATION**

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

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

## **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Client focus
- Reliability

## **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**

### **Email resume to:**

uleadigitalservices-careers@post.com

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

- Are you available for shift or on-call work?
- 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?

### **Website**

<https://www.ulea.ca>

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: **uleadigitalservices-careers@post.com**

Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)