

ADMINISTRATIVE ASSISTANT

Posted by: ULEA DIGITAL SERVICES INC

Location: Elk Point Salary: \$16 Per Hour

Job ID: YJ6686430

Posting Date: 31-Oct-2025

Expiry Date: 29-Apr-2026

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 - 50th 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

- eeeee Arrange and co-ordinate seminars, conferences, etc.
- $\epsilon \epsilon \epsilon \epsilon \epsilon \epsilon$ Determine and establish office procedures and routines
- ∈ ∈ ∈ ∈ ∈ Schedule and confirm appointments
- ∈∈∈∈∈ Answer telephone and relay telephone calls and messages
- ∈ ∈ ∈ ∈ ∈ Answer electronic enquiries

- EEEEE Compile data, statistics and other information
- ●∈∈∈∈∈ Order office supplies and maintain inventory
- ∈∈∈∈∈∈ Greet people and direct them to contracts or service areas
- eeeeee 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?
- eeeee 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 refrence letter from your previous employer to the following email: uleadigitalservices-careers@post.com

Posted on canadianyouthjobs.com