

Administrative Assistant

📍 A & S Truck Lines Inc. ↗ 2923 5 Ave NE Calgary, AB T2A 6T8

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Job Overview

↗ **Job Id:-** 2516866 📅 **Posted On:-** 2025, Jan 06 📅 **Valid Till:-** 2025, Jul 05 ↗ **Category:-** Administrative Support

Job Detail

Location: 2923 5 Ave NE Calgary, AB T2A 6T8
Salary: 36.00 hourly / 30 hours per Week
Terms of employment: Permanent employment-Full time
Start date: Starts as soon as possible
vacancies: 2 vacancies

Languages
English

Education
Secondary (high) school graduation certificate

Experience
7 months to less than 1 year

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

Personal suitability

Judgement
Organized
Team player
Client focus
Reliability

How to apply
By email
rajanulakh23@gmail.com

This website is a fantastic way to find out what profession you are good at and earn some money.

