

## Administrative Assistant

🏠 INFI MILLWORK & CABINETS LTD ↗ Location : 3810 97 STREET NW Edmonton, AB T6E 5S8

[Print](#)

## Job Overview

↗ **Job Id:-** 24114170 📅 **Posted On:-** 2024, Sep 27 📅 **Valid Till:-** 2025, Apr 26 ↗ **Category:-** Administrative Support

## Job Detail

Salary:29.50 hourly/30 hours per week  
Term of employment: Permanent employment/Full time  
Start date: Starts as soon as possible  
Vacancy:1 vacancy

Overview  
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  
md.infi.millworks@gmail.com

Sign In

Sign Up

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

