

administrative assistant

Pizza 73

Job details

Location: 3732 Kepler Street suite 34, Whitecourt, AB, T7S 0A2

Salary: \$25.00 / hour

Vacancies: 1 vacancies

Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors

Terms of employment: Permanent employment, Full time: 30.00 hours / week

Start date: As soon as possible

Source

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Personal suitability

Ability to multitask, Client focus, Flexibility, Organized, Reliability

Area of specialization

Correspondence, Contracts, Invoices

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, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

Work conditions and physical capabilities

Repetitive tasks, Attention to detail

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

[pizza73whitecourt@gmail.com](mailto:pizza73whitecourt@gmail.com)

By mail

3732 Kepler Street suite 34

Whitecourt, AB

T7S 0A2