

Company Name: 2221663 Alberta Ltd.

Type of Business: Buying, Selling and Leasing Real Estate

Job Title: Administrative Assistant

Type of Job: Full Time, Permanent

Wages: CAD 29 per hour

Hours: 40 Per week

Job Description:

- 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.
- Type and proofread correspondence, forms and other documents.
- 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.
- Prepare and key in correspondence and legal documents.
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage.

Qualifications: High School Graduate & 1 year work experience

How to Apply:

By email to jobsmaxwell02@gmail.com