Expired

Administrative Clerk

Posted by Seastone Transport Ltd

Posting Date : 22-Jul-2024

Closing Date : 18-Jan-2025

Location : Edmonton

Salary : $$25.25 Per Hour

Job Requirements

- **Education**: College/ CEGEP
- **Language**: English
- **Years of Experience**: Fresher (less than 1 year)
- **Vacancy**: 2
- **Job Type**: Full Time
- **Job id**: ABOJ5516960

Job Description:

- ϵϵϵϵϵϵϵϵ Vacancy: 2

- ϵϵϵϵϵϵϵϵ Employment Location: 4635 92 Avenue Edmonton, AB-T6B 2J4

- ϵϵϵϵϵϵϵϵ Salary: $25.25 hourly

- ϵϵϵϵϵϵϵϵ Hours: 35 hours per Week

- Terms of employment: Permanent, Full time, Day, Evening, Night, Weekend

- Start date: As soon as possible

- Employer: Seastone Transport Ltd

- Employment Group: Indigenous, Newcomers and refugees

Job Details:

- Languages: English

- Education: College/CEGEP

- Experience: Will train

- On site: Work must be completed at the physical location. There is no option to work remotely.

- Work conditions and physical capabilities: Attention to detail

- Personal suitability: Organized, Punctuality, Team player

Responsibilities

- Type and proofread correspondence, forms and other documents

- Receive and forward telephone or electronic enquiries

- Prepare invoices and bank deposits

- Provide general information to clients and the public

- Photocopy and collate documents for distribution, mailing and filing

- Order office supplies and maintain inventory

- Perform data entry

- Provide customer service

- Label files according to retention and disposal schedules

- Label, file and retrieve documents

- Organize and schedule office work

How to apply

- By email: norm@seastonetransport.com

- By mail: 4635 92 Avenue Edmonton, AB-T6B 2J4

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: norm@seastonetransport.com

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