



Administrative assistant

Posted by **COURAGE DEEP CANADA INC**

Posting Date : 30-Sep-2025

Closing Date : 18-Apr-2026

Location : Edmonton

Salary : \$35.40 hourly / 40 hours per Week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4936086

Job Description:

Location : 6119 165 AVENUE NW Edmonton, AB, T5Y 3N2

Workplace information: On site

Salary: 35.40 hourly / 40 hours per Week

Terms of employment: Permanent employment, Full time

Employment Conditions : Day, Evening, Morning

Employment Groups : Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities

Starts as soon as possible

vacancies1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

On site

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

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

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

How to apply

By email: courageg2loads@outlook.com

By mail: 6119 165 AVENUE NW, EDMONTON, AB, T5Y 3N2

Job Location : 6119 165 AVENUE NW, EDMONTON, AB, T5Y 3N2

Employer : COURAGE DEEP CANADA INC

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: courageg2loads@outlook.com

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