



general office worker

Posted by Choice Janitorial Service Ltd.

Posting Date : 02-Oct-2025

Closing Date : 31-Mar-2026

Location : High Level

Salary : \$26.00 hourly / 32 to 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1840134

Job Description:

Location: 10901- 98 STREET High Level, AB T0H 1Z0

Work location: On site

Salary: 26.00 hourly / 32 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Shift, Morning, Day, Weekend

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

Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

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

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents

Receive and forward telephone or electronic enquiries

Work on reports from manual or electronic files, inventories and databases

Sort, process and verify applications, receipts and other documents

Process incoming and outgoing mail manually or electronically

Send and receive messages

Prepare and format page presentation

Compile data, statistics and other information

How to apply

Direct Apply: By Direct Apply

By email: choice.janitorial@outlook.com

By mail: 10901- 98 STREET HIGH LEVEL, AB T0H 1Z0

Job Location: 10901- 98 STREET HIGH LEVEL, AB T0H 1Z0

Employer: Choice Janitorial Service Ltd.

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: choice.janitorial@outlook.com

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