



# administrative assistant

Posted by BSG Carrier

**Posting Date : 20-Oct-2025**

**Closing Date : 18-Apr-2026**

**Location : Edmonton**

**Salary : \$32.00 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:** ABOJ4808844

## Job Description:

Location: 6033 30 Street NW Edmonton, AB T6P 1J8

Workplace information: On site

Salary: 32.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Day, Evening, Morning

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, 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: 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

Direct and control daily operations

Schedule and confirm appointments

Manage training and development strategies

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Oversee the preparation of reports

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

## How to apply

By email: [hr@bsgcarrier.com](mailto:hr@bsgcarrier.com)

By mail: 6033 30 Street NW: Edmonton, AB T6P 1J8

Job Location: 6033 30 Street NW Edmonton, AB T6P 1J8

Employer: BSG Carrier

**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: [hr@bsgcarrier.com](mailto:hr@bsgcarrier.com)**

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