

Administrative Assistant/Canadian Consultancy

Location: 10117 102 AVE Lac La Biche, AB, T0A 2C0

Workplace information: On site

Salary: 27.00 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

Start date: Starts as soon as possible

vacancies2 vacancies

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

Compile data, statistics and other information

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

How to apply

By email: [careers@cceab.ca](mailto:careers@cceab.ca)

By mail: P O BOX – 987, Lac La Biche, AB, T0A 2C0

Job Location: 10117 102 AVE Lac La Biche, AB, T0A 2C0

Employer: Canadian Consulting Engineers