

Office clerk

Job ID
38200

Biomed Recovery & Disposal LTD.

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LOCATION	DATE POSTED	EXPIRY DATE	
105 Industrial Drive, Aberdeen, AB Alberta	30-09-2025	26-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22.00/hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Location: 105 Industrial Drive Aberdeen, SK S0K 0A0

Salary: \$22.00 / hour

Benefits: Health benefits, Dental plan, Disability benefits, Health care plan, Vision care benefits

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

Job Description

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, 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, File material in storage area, Label files according to retention and disposal

schedules, Label, file and retrieve documents, Locate and remove files requested, Organize and schedule office work, Prepare and monitor contracts and budgets, Store, update and retrieve financial data

Personal suitability

Adaptability, Positive attitude, Quick learner, Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Punctuality

How to apply

By email

hr@biomedwaste.com

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