

Administrative assistant

Singh Metal Fabrication Limited

Job ID

39746

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LOCATION	DATE POSTED	EXPIRY DATE	
4920 51 Ave suite 200, Whitecourt, AB Alberta	20-04-2026	17-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.50 per hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

1 vacancy
 36.50 hourly / 32 hours per week
 Permanent employment
 Full time
 Morning, Day, Weekend
 Starts as soon as possible

Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 year to less than 3 years

Work setting

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

Job Description

Responsibilities

Open and distribute mail and other materials
 Record and prepare minutes of meetings, seminars and conferences
 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

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
Conduct research
Perform data entry
Provide customer service
Maintain and manage digital database
Perform basic bookkeeping tasks

Work conditions and physical capabilities

Ability to work independently
Tight deadlines
Attention to detail
Work with minimal supervision

Personal suitability

Ability to multitask
Flexibility
Judgement
Organized
Team player
Accurate
Client focus
Reliability
Time management
Adaptability
Accountability
Dependability
Due diligence
Who

How to apply

By email to

singhmetalfabrication@gmail.com