

Administrative Assistant

Custom Hardware Distributors Ltd

Job ID

40270

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LOCATION	DATE POSTED	EXPIRY DATE	
2512 Dewdney Ave, Regina, SK Saskatchewan	04-06-2026	01-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26/hour	1 year to less than 2 years	Other trades certificate or diploma

Job Details

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience

1 year to less than 2 years

On site

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

Job Description

Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Experience and specialization
- Computer and technology knowledge
- MS Outlook
- MS Windows
- MS Access
- MS Office
- Technical terminology
- Business
- Additional information

Personal suitability

Ability to multitask

Excellent written communication

Judgement

Organized

Team player

Accurate

Client focus

Reliability