Administrative Assistant

Job ID
40270

Custom Hardware Distributors Ltd

VIEW THIS JOB ONLINE: https://www.firstnationsjob.com/jobs/40270

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

Downloaded from firstnationsjob.com on 15-11-2026