

Administrative Assistant

Airdrop logistics Inc.

Job ID
40866

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LOCATION	DATE POSTED	EXPIRY DATE	
7030 112 street, Grand Pairie, AB Alberta	15-08-2026	11-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$25.50 Per hoieur	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

The Administrative Assistant position will be in a logistics company, with the job responsibilities mentioned as follows:-

Arrange and coordinate seminars, conferences, etc.

Coordinate the flow of information within the team

Evaluate daily operations

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Order office supplies and maintain inventory

Type and proofread correspondence, forms and other documents

Perform data entry

Job Description

Job requires high school graduate and higher with basic computer skills such as using MS Office, Adobe Acrobat Reader ,Google Drive, Electronic mail , Google Docs ,Microsoft Publisher, Electronic scheduler.

In addition to the qualifications and experience outlined above, the successful candidate should possess the professional skills and competencies necessary to perform daily responsibilities efficiently and effectively. The candidate should demonstrate the ability to multitask and prioritize competing tasks, communicate clearly and professionally, maintain a high level of organization and accuracy, and remain client-focused. The position also requires strong reliability, dependability, time-management skills, adaptability, attention to due diligence, and the ability to learn new procedures and responsibilities quickly.