Administrative Assistant (NOC 13110)

Job ID
9970

0695093 B.C. Ltd o/a Days Inn

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LOCATION	DATE POSTED	EXPIRY DATE
10218 162 Avenue, Grande Prairie, AB| Alberta	22-06-2026	19-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.85 / Hour for 32 Hours / Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Title: Administrative Assistant (NOC 13110)

Vacancies: 1

Job start date: As soon as possible

Wage: $25.30 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day

Employer: 0695093 B.C. Ltd o/a Days Inn

Business and Job location: 10218 162 Avenue Grande Prairie, AB T8V 0P2

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

Support for youths
Offers on-the-job training tailored to youth
Provides awareness training to employees to create a welcoming work environment for youth

Job Description

Languages
English

Education
Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Business Equipment and Computer Applications

MS Office, Electronic mail

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

How to apply

By mail

10218 162 Avenue Clairmont, AB T8V 0P2

What you must include in your application:

Cover letter

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