



## Office Clerk

**Posted by:** 101099449 Saskatchewan Ltd o/a Accumark Air Spray

**Posting date:** 22-May-2025      **Closing date:** 18-Nov-2025

**Education:** Completion of secondary school education may be required

**Language:** English

**Job location:** Nipawin

**Salary:** \$21.63 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2127690

## Job description:

### Specific Skills:

- Answer all e-mails, phone inquiries, and relay inquiry or messages to right people or department
- Prepare and proofread mail and email correspondence
- Oversees all incoming and outgoing document and distribute to the appropriate personnel
- Reproduce and organize documents for distribution, mailing, and office records
- Facilitate the transmission and receipt of communications and documents through electronic mail systems

- Oversee the inventory of office supplies, procure office supplies if needed, and coordinate the maintenance problem to maintenance department
- Support the preparation of meeting agendas, attend meetings, and document proceedings through minute-taking.
- Provide support in administrative processes including budget submissions, contract management, and work schedule coordination
- Responsible for sorting, processing, and verifying receipts and other related documents.
- May coordinate and oversee the workflow of other office support personnel
- Scan, categorize, and archive documents following company guidelines
- Locate, retrieve, or duplicate documents from files as per clients
- Ensure proper tracking of filed and removed materials
- Monitor the removal of documents from files to ensure that loaned documents are duly returned
- Maintain a record keeping of daily visitor count
- Enter the client information into the system for record-keeping purposes.

<b>Terms of Employment:</b>	Permanent, Full-time
<b>Language of work:</b>	English
<b>Wage:</b>	21.63 per hour
<b>Hours:</b>	30 to 40 hours per week
<b>Work Location:</b>	Nipawin, Saskatchewan

**Education:** Completion of secondary school education may be required

**Work Experience:** Experience is an Asset; Employers willing to train the right candidate

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [admin@agdronecanada.ca](mailto:admin@agdronecanada.ca)

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