



ADMINISTRATIVE ASSISTANT

Posted by: ULEA DIGITAL SERVICES INC

Posting date: 31-Oct-2025 **Closing date:** 29-Apr-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$16 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3523241

Job description:

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

JOB DETAILS

Location

4610 – 50th Street Elk Point, AB T0A 0A0

Salary

\$16.00 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW**Languages**

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

RESPONSIBILITIES**Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Greet people and direct them to contracts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

Experience and specialization

- Computer and technology knowledge
- Google Docs

- MS Windows

- MS Office

Area of specialization

- Correspondence

- Reports and records

- Contracts

ADDITIONAL INFORMATION**Work conditions and physical capabilities**

- Fast-paced environment

- Work under pressure

- Tight deadlines

- Attention to detail

- Repetitive tasks

Personal suitability

- Ability to multitask

- Excellent oral communication

- Excellent written communication

- Flexibility

- Organized

- Client focus

- Reliability

WHO CAN APPLY TO THIS JOB?**The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

HOW TO APPLY**Email resume to:**

uleadigitalservices-careers@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

Website

<https://www.ulea.ca>

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: uleadigitalservices-careers@post.com

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)