# Administrative Assistant

MAF FASHION LTD.

Job ID
**11263**

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| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 9608 99 Street, Westlock, AB\| Alberta | 05-11-2026 | 04-05-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 25.50 | 1 year to less than 2 years | College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year |

## Job Details

Vacancy: 1

Permanent employment

Work hours: 30 hours per Week

Shift, Flexible hours, Night, Day, Weekend

Languages: English

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

Experience and specialization

Computer and technology knowledge:

Google Docs

Electronic scheduler

Accounting software

MS Office

Google Drive

Electronic mail

Additional information

Security and safety:

Criminal record check

Transportation/travel information: Willing to travel

Work conditions and physical capabilities:

Ability to work independently

Work under pressure
Attention to detail
Repetitive tasks
Large workload
Work with minimal supervision

Personal suitability:
Ability to multitask
Excellent oral communication
Excellent written communication
Flexibility
Organized
Client focus
Reliability
Time management

How to apply:
By email: jobs.maffashion@gmail.com

What you must include in your application:
Cover letter
Answers to the following screening questions:
Are you available for shift or on-call work?
What might be required by the employer later in the hiring process:
References attesting experience

## Job Description

Responsibilities/Tasks:
Open and distribute mail and other materials
Plan and organize daily operations
Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Order office supplies and maintain inventory
Oversee payroll administration
Arrange travel, related itineraries and make reservations
Greet people and direct them to contacts or service areas
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service
Perform basic bookkeeping tasks
Consult with clients after sale to provide ongoing support

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