Administrative Assistant

Raven Freight Systems Inc.

Job ID
11269

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LOCATION	DATE POSTED	EXPIRY DATE
4070 108 Ave NE suite 105, Calgary, AB| Alberta	06-11-2026	05-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $37.50/ Hour for 30-35 Hours/ Week	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Job Title

Administrative Assistant

Vacancies

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Hours

30-35 hours/week

Wage

$37.50 / hour

Job Start Date

As soon as possible

Terms of employment

Permanent, Full time

Employment Conditions

Evening, Shift, Morning, Day, Weekend

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

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

Job Description

Responsibilities
Tasks
Coordinate the flow of information within the team; Record and prepare minutes of meetings, seminars and conferences; 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; 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; Open and distribute regular and electronic incoming mail and other material

Additional information
Security and safety
Basic security clearance

Work conditions and physical capabilities
Fast-paced environment; Work under pressure; Attention to detail; Work with minimal supervision

Personal suitability
Ability to multitask; Excellent oral communication; Excellent written communication; Time management; Accountability; Due diligence; Quick learner

How to apply
By email
info@ravenfreightsystems.com

Business Location
4070 108 Ave NE suite 105
Calgary, AB
T3N 2G2

Employer
Raven Freight Systems Inc.

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