Administrative Assistant (NOC 13110)

Job ID
9291

CHOI Motorsports Inc. O/a CHOI Motorsports Inc.

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LOCATION	DATE POSTED	EXPIRY DATE
9821 44 Ave NW suite 1, Edmonton, AB| Alberta	22-04-2026	17-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $26.34 / Hour	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: $26.34 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day

Employer: CHOI Motorsports Inc. O/a CHOI Motorsports Inc.

Business and Job location: 9821 44 Ave NW suite 1 Edmonton, AB T6E 5E3

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, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas

How to apply

By email

choimotorsports.jobs@gmail.com

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