

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/website-news-typist-noc-14100/>

Website News typist

Description

General office support workers prepare correspondence, reports, statements and other material, operate office equipment, answer telephones, verify, record and process forms and documents such as contracts and requisitions and perform general clerical duties according to established procedures. They are employed in offices throughout the public and private sectors.

Responsibilities

Job duties

Here are some of the main activities and tasks that General office support workers have to perform, and some of the physical demands they involve:

- General office support workers
- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Prepare correspondence, reports, statements, forms, presentations, applications and other documents
- Process incoming and outgoing mail, manually or electronically
- Photocopy and collate documents for distribution, mailing and filing
- Send and receive messages and documents using fax machine or electronic mail
- Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment
- Assist in preparing meeting agendas, attend meetings, and record minutes
- Assist with administrative procedures such as budget submissions, contracts administration and work schedules
- May sort, process and verify receipts, expenditures, forms and other documents
- May organize the flow of work for other office support workers
- May perform basic bookkeeping tasks such as preparing invoices and bank deposits.
- File clerks
- Scan, sort and file documents according to established guidelines
- Locate, retrieve, or make copies of documents from files as requested and maintain records of filed and removed materials
- Track documents removed from files to ensure that loan out documents are returned.

Qualifications

Employment requirements

This is what you typically need for the job.

- Completion of secondary school is usually required.
- Completion of secondary school or college business or commercial courses

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

General office support workers

Job Location

Edmonton, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 19.70/hr - \$ 23.30/hr

Date posted

May 1, 2025

Valid through

31.05.2025

is usually required.