

Arch Enterprises is currently recruiting to an **Office Assistant** position.

This position generally includes:

Reception desk duties
Answering and directing calls
Processing Mail – Incoming & Outgoing
Office equipment support
Ordering required supplies
General clerical support to the Administration area
Data Entry & Word Processing
Filing

Hours: 30 per week

Salary: Negotiable based on experience

Closing Date: This posting will remain active until a suitable candidate is selected

Only candidates being considered for an interview will be contacted.

Please submit resumes by email only to:
maggi.hegan@archenterprises.ab.ca