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Job Advertisement Review

Status: Pending Monitoring
Created in English

Advertisement number:

6926144

Title:

Reception clerk (Warehouse Counter Person) (NOC: 1414)

Terms of Employment:

Permanent, Full Time, Day

Salary:

\$14.00 to \$15.00 Hourly, 40.00 Hours per week, Other Benefits, Medical Benefits, Dental Benefits, Life Insurance Benefits, Group Insurance Benefits, Pension Plan Benefits, Vision Care Benefits

Anticipated Start Date (at the latest in 3 months):

As soon as possible

Location:

EDMONTON, Alberta (1 vacancy)

Skill Requirements:

Education:

Completion of high school

Experience:

7 months to less than 1 year

Languages:

Speak English, Read English, Write English

Work Setting:

Retail and wholesale distribution center

Business Equipment and Computer Applications:

Switchboard 1-25 lines, Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Internet browser

Typing (Words Per Minute):

0 - 40 wpm

Specific Skills:

Operate switchboard or telephone system, Answer, screen and forward telephone calls, Send invoices, Perform clerical duties, such as filing and sorting and distributing mail

Additional Skills:

Provide basic information to clients and the public, Data entry, Maintain records

Transportation/Travel Information:

Own transportation, Own vehicle, Public transportation is available

Work Location Information:

Urban area

Work Conditions and Physical Capabilities:

Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks

Essential Skills:

Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Finding information, Computer use, Continuous learning

Other:

Write up waybill, call courier to pick up shipment, handle warehouse paperwork, Other job duties as assigned. Will provide In House Training. This position for WFF warehouse in Edmonton at 4744- 94 AVENUE

Employer:

WFF Fittings & Flanges (Canada) Ltd.

How to Apply:

By E-mail:

careers@wff.ca

Advertise Until:

2013/04/15