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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