

<b>Position:</b>	<b>Administrative Assistant</b>
<b>COMPANY:</b>	Ace Automotive Repair Inc
<b>LOCATION:</b>	5631 Wolf Creek Drive, Lacombe, AB
<b>HOURS:</b>	Full-time; 8:30 a.m. - 5:30 p.m. Monday - Friday
<b>SALARY:</b>	to be determined
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Strong communication and customer service skills</li> <li>• Organized, detail oriented, and able to multitask</li> <li>• Experience in an automotive environment is an asset but not required</li> <li>• Comfortable using computers and basic office software</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Greet customers and manage front office communication</li> <li>• Schedule appointments and maintain service records</li> <li>• Assist with estimates, work orders, and customer updates</li> <li>• Handle phone calls, emails, and general office tasks</li> <li>• Support the service team with administrative needs</li> </ul>
<b>POSTING DATE:</b>	April 21, 2026
<b>CLOSING DATE:</b>	Open until position is filled
<b>HOW TO APPLY:</b>	Email your resume to <a href="mailto:Ace.automotive@outlook.com">Ace.automotive@outlook.com</a>