



Administrative Assistant

Posted by: Qualitas Care Inc.

Posting date: 12-Apr-2024 **Closing date:** 09-Oct-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$Salary 26.00 to 36.00 hourly (To be negotiated) Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7436613

Job description:

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars, and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Plan, organize, direct, control and evaluate daily operations
- Arrange travel, and related itineraries and make reservations

Greet people and direct them to contacts or service areas

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms, and other documents

Provide customer service

Work with the marketing department to understand and communicate marketing messages to the field

Maintain and manage digital database

Perform basic bookkeeping tasks

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: boisconsult@gmail.com

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