



Administrative assistant

Posted by: Gobind Marg Charitable Trust Association

Posting date: 17-Apr-2024 **Closing date:** 14-Oct-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience

Language: English

Job location: Edmonton

Salary: \$30.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ1604864

Expired

Job description:

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
or equivalent experience

Experience

1 to less than 7 months

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.
Assist with staff consultation and grievance procedures
Coordinate the activities of the HR department in order to ensure they meet the organization's goals
Coordinate the flow of information within the team
Direct and control daily operations
Evaluate daily operations
Open and distribute mail and other materials
Plan and organize daily operations
Establish and implement policies and procedures
Record and prepare minutes of meetings, seminars and conferences
Determine and establish office procedures and routines
Plan, develop and implement recruitment strategies
Answer telephone and relay telephone calls and messages
Oversee the analysis of employee data and information
Answer electronic enquiries
Order office supplies and maintain inventory
Plan, organize, direct, control and evaluate daily operations
Greet people and direct them to contacts or service areas
Perform data entry

Experience and specialization

Computer and technology knowledge

MS Excel
MS PowerPoint
MS Word

Additional information

Security and safety

Basic security clearance

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

gobindsarvarjobs@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- References attesting experience

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: gobindsarvarjobs@gmail.com

Posted on canadianjobportal.com