



## **Administrative Assistant**

**Posted by:** Chezranti Community Centre Ltd.

**Posting date:** 06-May-2024      **Closing date:** 02-Nov-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Edmonton

**Salary:** \$30.00 to 40.00 (To be negotiated) / 30 to 44 hours per Week Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1637619

**Expired**

## **Job description:**

### **Administrative assistant**

**CHEZRANTI COMMUNITY CENTRE LTD**

**Job details**

Edmonton, AB  
T5Y 3P7

30.00 to 40.00 hourly (To be negotiated) / 30 to 44 hours per Week

Permanent employment  
Full time

Flexible Hours, Morning

Starts as soon as possible

1 vacancy

## **Overview**

### **Languages**

English

### **Education**

College/CEGEP

### **Experience**

2 years to less than 3 years

## **Responsibilities**

### **Tasks**

Arrange and co-ordinate seminars, conferences, etc.

- Coordinate the flow of information within the team
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database
- Perform basic bookkeeping tasks

### **Additional information**

#### **Work conditions and physical capabilities**

- Ability to work independently
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

#### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgement  
Organized  
Team player  
Accurate  
Client focus  
Reliability  
Time management  
Adaptability  
Accountability  
Dependability  
Due diligence  
Quick learner

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## **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**.

## **How to apply**

### **By email**

[theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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**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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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**Posted on canadianjobportal.com**