



## **SECRETARY-CLERK (NOC: 13110)**

**Posted by:** International Hospital Maintenance Services

**Posting date:** 13-Nov-2024      **Closing date:** 12-May-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Westlock

**Salary:** \$\$16.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1799050

**Expired**

### **Job description:**

## **SECRETARY-CLERK (NOC: 13110)**

Posted on May 16, 2024 by International Hospital Maintenance Services (IHMS)

### **JOB DETAILS**

#### **Location**

202A, 10619-100 Avenue, Westlock, AB T7P 2J4

#### **Salary**

\$16.00 hourly / 40 hours per week

#### **Terms of employment**

Permanent employment

Full time

Day, Morning, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**Work setting**

Cleaning service company

**RESPONSIBILITIES****Tasks**

- Coordinate the flow of information within the team
- Direct and control daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- 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
- Conduct research
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

### **EXPERIENCE AND SPECIALIZATION**

#### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

#### **Area of specialization**

- Correspondence
- Reports and records

### **ADDITIONAL INFORMATION**

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

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Work with minimal supervision

#### **Personal suitability**

- Ability to multitask
- Excellent written communication
- Flexibility
- Judgement
- Organized

- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

### **WHO CAN APPLY TO 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**

ihms-jobs@post.com

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: [ihms-jobs@post.com](mailto:ihms-jobs@post.com)

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