

canadianjobportal.com

SECRETARY-CLERK (NOC: 13110)

Posted by: International Hospital Maintenance Services

Posting date: 16-May-2024 **Closing date:** 12-Nov-2024

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

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