



Administrative Assistant- Office

Posted by: Systematic Squad Inc.

Posting date: 03-Jun-2024 **Closing date:** 30-Nov-2024

Education: secondary school

Language: English

Job location: Calgary

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5892553

Expired

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Relocation costs covered by employer

Willing to relocate

Responsibilities

Tasks

Supervise other workers

Establish and implement policies and procedures

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Manage training and development strategies

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Oversee payroll administration

Type and proofread correspondence, forms and other documents

Conduct research

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

Recruit and hire staff

Plan, organize, direct, control and evaluate daily operations

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Excel

MS Outlook

MS PowerPoint

MS Windows

MS Word

Adobe Photoshop

Database software

Information technology

Technical terminology

Scientific

Type of industry experience

Energy

Area of specialization

Invoices

Charts, tables, graphs and diagrams

Project management

Additional information

Security and safety

Basic security clearance

Confidential security clearance

Transportation/travel information

Own transportation

Willing to travel

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Excellent oral communication

Excellent written communication

Flexibility

Organized

Accurate

Reliability

Time management

Adaptability

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**.

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: jobs.systematicsquad@gmail.com

Posted on canadianjobportal.com