



Administrative Assistant

Posted by: Magic Electrical Ltd

Posting date: 22-Aug-2024 **Closing date:** 11-Sep-2024

Education: High School

Language: English

Job location: Calgary

Salary: \$27 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ3570818

Expired

Job description:

Tasks

- Evaluate daily operations
- Supervise other workers
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information

Order office supplies and maintain inventory

Recruit and hire workers and carry out related staffing actions

Perform basic bookkeeping tasks

Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

Supervise office and volunteer staff

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

Google Docs

MS Excel

MS Outlook

MS Word

Quick Books

Google Drive

Electronic mail

Area of specialization

Reports and records

Accounting

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Large workload
Work with minimal supervision

Personal suitability

Ability to multitask
Team player
Client focus
Time management
Accountability

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: magicelectrical22@gmail.com

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