



## Administrative Assistant

**Posted by:** Global Staffing Services

**Posting date:** 15-Oct-2023      **Closing date:** 12-Apr-2024

**Education:** College Diploma 1 to 2 years

**Language:** English

**Job location:** Innisfail

**Salary:** \$23.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 4

**Job Type:** Full Time

**Job id:** CAJ4086655

Expired

### Job description:

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Plan and control budget and expenditures

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Oversee the classification and rating of occupations

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Respond to employee questions and complaints

Order office supplies and maintain inventory

Liaise with management, union officials and HR consultants

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Plan, organize, direct, control and evaluate daily operations

Assign, co-ordinate and review projects and programs

Who can apply to this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit

**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: [nav@thenavteam.com](mailto:nav@thenavteam.com)**

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**