



Administrative Assistant

Posted by: 2359199 Alberta Ltd

Posting date: 12-Jul-2024 **Closing date:** 08-Jan-2025

Education: Secondary School

Language: English

Job location: Calgary

Salary: \$29.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2776946

Expired

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

Work setting

Construction
Consulting firm

Budgetary responsibility

\$100,001 - \$500,000

Responsibilities

Tasks

- Establish and implement policies and procedures
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage contracts
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- 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

Google Docs
MS Outlook
MS Windows
Social Media

Area of specialization

Correspondence
Statistics
Invoices
Charts, tables, graphs and diagrams
Project management

Additional information

Security and safety

Basic security clearance

Transportation/travel information

Own transportation
Own vehicle
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
Large caseload

Personal suitability

Ability to multitask
Excellent oral communication
Flexibility
Judgement
Organized
Accurate
Client focus
Reliability
Time management
Adaptability

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: jobs.2359199ab@gmail.com

Posted on canadianjobportal.com