

# **ADMINISTRATIVE COORDINATOR (NOC: 13100)**

Posted by: Town's Food House

Posting date: 06-Sep-2024 Closing date: 05-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

**Job location**: Evansburg

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1428820

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# Job description:

# **ADMINISTRATIVE COORDINATOR (NOC: 13100)**

Posted on September 06, 2024 by Town's Food House

# **JOB DETAILS**

Location

Evansburg, Alberta T0E 0T0

# **Workplace information**

On site

#### Salary

\$28.85 hourly / 30 hours per Week

**Terms of employment** 

### Permanent employment

#### **Full time**

Day, Evening, Morning, Shift, Weekend

#### Start date

Starts as soon as possible

#### **Vacancies**

1 vacancy

# **OVERVIEW**

### Languages

English

#### **Education**

Secondary (high) school graduation certificate

#### **Experience**

7 months to less than 1 year

#### On site

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

### Work setting

Restaurant

#### **RESPONSIBILITIES**

# Tasks

Perform data entry

Oversee and co-ordinate office administrative procedures

Establish marketing programs

Develop all kinds of events for publicity, fundraising and information purposes

Answer written and oral inquiries

Assist in the preparation of brochures, reports, newsletters and other material

Prepare written material such as reports, briefs, website content

Co-ordinate special publicity events and promotions

Perform administrative tasks

### **EXPERIENCE AND SPECIALIZATION**

Computer and technology knowledge

Spreadsheet

MS Office

#### ADDITIONAL INFORMATION

# **Transportation/travel information**

- €€€€€€ Willing to travel
- ∈ ∈ ∈ ∈ ∈ ∈ Valid driver's licence

# Work conditions and physical capabilities

Ability to work independently Fast-paced environment Work under pressure Attention to detail

#### Personal suitability

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Ability to multitask
Adaptability
Team player

# 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.
- \( \epsilon \) \( \
- ECCECCE If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

#### **HOW TO APPLY**

#### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

#### By email

townsfoodhouse-jobs@post.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: <a href="mailto:townsfoodhouse-jobs@post.com">townsfoodhouse-jobs@post.com</a>

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