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Administrative Assistant

Posted by: Western Health Care Inc.

Posting date: 10-Sep-2024 **Closing date:** 09-Mar-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: CAJ4587052

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.

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Direct staff
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Arrange travel, related itineraries and make reservations

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Windows
- Social Media

Additional information

Security and safety

- Bondable
- Basic security clearance

Transportation/travel information

Own transportation

Own vehicle

Vehicle supplied by employer

Work conditions and physical capabilities

Ability to work independently

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**.