



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

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.

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**.

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.whcare@mail.com

Posted on canadianjobportal.com