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Administrative Assistant

Posted by: Wholesale Warehouse Ltd

Posting date: 11-Dec-2024 **Closing date:** 31-Dec-2024

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Calgary

Salary: \$26.00 Per Hour

Years of Experience: 1 year

Vacancy: 3

Job Type: Full Time

Job id: CAJ3078804

Job description:

administrative assistant

Verified

Posted on December 11, 2024 by WHOLESALE WAREHOUSE LTD.

Job details

Calgary, AB

T2Z 4V6

On site

26.00 hourly / 40 hours per Week

Permanent employment

Full time

Day, Flexible Hours, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3178168

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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.

Work setting

Industrial facility or establishment

Manufacture

Retail/wholesale establishment/distribution centre

Factory or plant

Responsibilities

Tasks

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Review HR projects to assure compliance with laws and regulations
- Supervise other workers
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage contracts
- 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
- Negotiate collective agreements on behalf of employers or workers
- Oversee payroll administration
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Recruit and hire staff
- Supervise office and volunteer staff
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

Supervision

11-15 people

Experience and specialization

Computer and technology knowledge

MS Windows

Area of work experience

Purchasing, procurement and contracts

Area of specialization

Correspondence

Invoices

Business process management

Accounting

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Repetitive tasks

Personal suitability

Ability to multitask

Excellent written communication

Flexibility

Organized

Team player

Reliability

Benefits

Health benefits

Health care plan

Other benefits

Other benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

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.

How to apply

Direct Apply

By Direct Apply

By mail

11510 40 st se
Calgary, AB
T2Z 4V6

Advertised until

2025-01-10