



Administrative Assistant

Posted by: Wholesale Warehouse Ltd

Posting date: 13-Jan-2025 **Closing date:** 02-Feb-2025

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: CAJ2256082

Expired

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

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: polarexpressjobposting@gmail.com

Posted on canadianjobportal.com