



Administrative Assistant

Posted by: GTR Oilfield Services Inc

Posting date: 28-Jan-2025 **Closing date:** 27-Jul-2025

Education: Completion of secondary school education may be required

Language: English

Job location: Meadow Lake

Salary: \$24.60 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3160235

Job description:

Specific Skills:

- Prepare and proofread mail and email correspondence, invoices, advertisements and reports
- Open all incoming e-mails and regular mails and distribute concerns to right department
- Schedule and confirm appointments for employers and other departments
- Order office supplies and maintain inventory
- Answer all e-mails, phone inquiries, and relay inquiry or messages to right people or department
- Maintain computerized and manual filing system
- Maintain and may modify established office procedures

- Greet visitors, determine nature of business and redirect concern to employers or appropriate person
- Facilitate, Record and prepare minutes of meetings
- Coordinate meetings, travel plans of employers and confirm meeting confirmations and reservations
- May gather information and research data to support business growth
- May supervise and train new hires
- May organize meetings and conferences
- Perform basic bookkeeping task

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: admin@gtrfarms.com

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