



Administrative Assistant

Posted by: TRI-GEN GROUP LTD.

Posting date: 07-Feb-2025 **Closing date:** 06-Aug-2025

Education: Secondary

Language: English

Job location: Boyle

Salary: \$25.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4654658

Expired

Job description:

administrative assistant

TRI-GEN GROUP LTD.

Job details

SW-34-64-19-4Boyle, AB

TOA OMO

On site

25.50 hourly / 35 hours per Week

Permanent employment

Full time

Day

Starts as soon as possible

1 vacancy

Job Bank #3214577

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.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

- Coordinate the flow of information within the team
- Direct and control daily operations
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

MS Office

Area of specialization

Correspondence

Business process management

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Accountability

Dependability
Due diligence
Quick learner

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 phone

780-689-3831 Between 09:00 AM and 11:00 AM

By mail

SW-34-64-19-4
Athabasca County, AB
T0A 0M0

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

Posted on canadianjobportal.com