



## 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

## Job description:

administrative assistant

TRI-GEN GROUP LTD.

### Job details

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

TOA OM0

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

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## Employment groups

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

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### 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](https://canadianjobportal.com)**