



## Office administrative assistant

**Posted by:** Dream Star

**Posting date:** 24-Feb-2025      **Closing date:** 16-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Calgary

**Salary:** \$35.40 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4172375

Expired

## Job description:

Job details

Location 800 5 Avenue SW suite 1905, Calgary, AB T2P 3T6

Workplace information On site

Salary

35.40 hourly / 30 to 35 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, Shift, Weekend

Starts as soon as possible

Vacancies 1 vacancy

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

Open and distribute mail and other materials

Plan and organize daily operations

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer electronic enquiries

Compile data, statistics and other information

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

Work with the marketing department to understand and communicate marketing messages to the field

Maintain and manage digital database

Perform basic bookkeeping tasks

Consult with clients after sale to provide ongoing support

How to apply

By email

[hr.dreamstarbusiness@gmail.com](mailto:hr.dreamstarbusiness@gmail.com)

**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: [hr.dreamstarbusiness@gmail.com](mailto:hr.dreamstarbusiness@gmail.com)**

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