



Administrative assistant

Posted by: pawar drywall inc

Posting date: 28-Feb-2025 **Closing date:** 27-Aug-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$36 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4736445

Job description:

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.
Assist with staff consultation and grievance procedures
Coordinate the activities of the HR department in order to ensure they meet the organization's goals
Coordinate the flow of information within the team
Direct and control daily operations
Direct staff
Evaluate daily operations
Motivate staff
Open and distribute mail and other materials
Plan and control budget and expenditures
Plan and organize daily operations
Review HR projects to assure compliance with laws and regulations
Supervise other workers
Train staff
Establish and implement policies and procedures
Train other workers
Record and prepare minutes of meetings, seminars and conferences
Determine and establish office procedures and routines
Oversee the classification and rating of occupations
Plan, develop and implement recruitment strategies
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee the preparation of reports
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas
Perform data entry

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word

Additional information

Work conditions and physical capabilities

Ability to work independently
Tight deadlines
Attention to detail
Large workload
Work with minimal supervision

Personal suitability

Excellent oral communication
Excellent written communication
Accurate
Time management
Dependability

How to apply

Direct Apply

By Direct Apply

By email

pawardrywallinc@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: pawardrywallinc@gmail.com

Posted on canadianjobportal.com