



## **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](mailto: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](mailto:pawardrywallinc@gmail.com)**

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