



## **Administrative Assistant**

**Posted by:** Mayjorad Pharmaceuticals Inc.

**Posting date:** 10-Apr-2026      **Closing date:** 30-Apr-2026

**Education:** College, CEGEP

**Language:** English

**Job location:** Fort McMurray

**Salary:** \$36 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4055261

## **Job description:**

### **Administrative Assistant**

**Mayjorad Pharmaceuticals Inc.**

#### **Job details**

Fort McMurray, AB

T9H 2J9

On site

30.00 to 38.00 hourly (To be negotiated) / 30 to 44 hours per week

Permanent employment

Full time

Morning, Day

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### 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

- 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
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

## **Additional information**

### **Work conditions and physical capabilities**

- Ability to work independently
- Attention to detail
- Repetitive tasks

## **Benefits**

### **Health benefits**

- Health care plan
  - Vision care benefits
-

## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**