



## Administrative Assistant

**Posted by:** Yem Yem Pizza

**Posting date:** 08-Apr-2024      **Closing date:** 05-Oct-2024

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

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$25.00 to 40.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3749096

Expired

## Job description:

### Responsibilities

#### Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, workshops, and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments

- Answer telephone and relay telephone calls and messages
- Answer electronic inquiries
- Compile data, statistics, and other information
- Order office supplies and maintain inventory
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms, and other documents

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Office

## **Additional information**

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

- Tight deadlines
- Attention to detail
- Repetitive tasks

### **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgment
- Organized
- Team player
- Accurate
- Client focus
- Reliability

## Who can apply for this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

**Address:** [10023 Macdonald Avenue, FORT MCMURRAY ALBERTA T9H 1S9](#)

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

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