



Administrative assistant

Posted by pawar drywall inc

Posting Date : 28-Feb-2025

Closing Date : 27-Aug-2025

Location : Calgary

Salary : \$36 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5954224

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

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