



Administrative Assistant

Posted by Aesthetic Constructions Ltd

Posting Date : 13-Aug-2025

Closing Date : 02-Sep-2025

Location : Calgary

Salary : \$35.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3560553

Job Description:

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.
- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

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: aestheticcontructions@gmail.com

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