



# Administrative Assistant

Posted by Mayjorad Pharmaceuticals Inc.

**Posting Date : 20-Mar-2026**

**Closing Date : 09-Apr-2026**

**Location : Fort McMurray**

**Salary : \$36 Per Hour**

## Job Requirements

- **Education:** College, CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7096929

## 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

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## 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)**

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