

Expired

Administrative Assistant

Posted by Aesthetic Constructions Ltd

Posting Date : 02-Jan-2025

Closing Date : 22-Jan-2025

Location : Calgary

Salary : \$\$27.50 Per Hour

Job Requirements

- **Education:** High School Diploma
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1634898

Job Description:

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Schedule and confirm appointments
- Manage contracts

- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration
- Plan, organize, direct, control and evaluate daily operations
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service

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