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ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted by: Action Global Consulting Inc

Posting date: 19-Jun-2024 **Closing date:** 16-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ6675012

Job description:

ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by Action Global Consulting Inc. on June 19, 2024

JOB DETAILS

Location

Calgary, AB T2A 0R6

Salary

\$29.50 hourly / 35 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Experience

1 year to less than 2 years

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Work setting

Consulting firm

RESPONSIBILITIES

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Assist with staff consultation and grievance procedures
- Coordinate the flow of information within the team
- Direct and control daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages

- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- 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
- Perform data entry
- Maintain and manage digital database

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- Google Docs
- MS Excel
- MS PowerPoint
- MS Word
- MS Office
- Electronic mail

Area of specialization

- Correspondence
- Reports and records
- Contracts

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large caseload
- Work with minimal supervision

Personal Suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Dependability

•€€€€€ Quick learner

WHO CAN APPLY TO THIS JOB?

The employer accepts applications form:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

actionconsulting-jobs@post.com