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ADMINISTRATIVE COORDINATOR (NOC: 13100)

Posted by: Town's Food House

Posting date: 06-Sep-2024 **Closing date:** 05-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Evansburg

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ3150506

Job description:

ADMINISTRATIVE COORDINATOR (NOC: 13100)

Posted on September 06, 2024 by Town's Food House

JOB DETAILS

Location

Evansburg, Alberta T0E 0T0

Workplace information

On site

Salary

\$28.85 hourly / 30 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, Shift, Weekend

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Restaurant

RESPONSIBILITIES

Tasks

Perform data entry

Oversee and co-ordinate office administrative procedures

Establish marketing programs

Develop all kinds of events for publicity, fundraising and information purposes

Answer written and oral inquiries

Assist in the preparation of brochures, reports, newsletters and other material

Prepare written material such as reports, briefs, website content

Co-ordinate special publicity events and promotions

Perform administrative tasks

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

Spreadsheet

MS Office

ADDITIONAL INFORMATION

Transportation/travel information

• Willing to travel

- Valid driver's licence

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Attention to detail

Personal suitability

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Ability to multitask
Adaptability
Team player

WHO CAN APPLY TO THIS JOB?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.
- If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

townsfoodhouse-jobs@post.com