



Administrative Assistant

Posted by: Connecting Dots-Dave Barr

Location: Grande Prairie

Salary: \$29.50 Per Hour

Job Details

Job ID

NCJ2876933

Posting Date : 02-Sep-2024

Expiry Date : 01-Mar-2025

Education : Secondary School

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

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.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

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

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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: jobs@clairmontdaycare.ca

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