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# Administrative Assistant

**Posted by:** Western Health Care Inc.

**Location:** Calgary

**Salary:** \$29.50 Per Hour

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## Job Details

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**Job ID**

NCJ1914452

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**Posting Date :** 10-Sep-2024

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**Expiry Date :** 09-Mar-2025

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**Education :** Secondary School

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

### Overview

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 to less than 7 months

**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.

Direct staff

Plan and control budget and expenditures

Plan and organize daily operations

Supervise other workers

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Arrange travel, related itineraries and make reservations

**Experience and specialization****Computer and technology knowledge**

MS Excel

MS Outlook

MS Windows

Social Media

**Additional information****Security and safety**

Bondable

Basic security clearance

### **Transportation/travel information**

Own transportation

Own vehicle

Vehicle supplied by employer

### **Work conditions and physical capabilities**

Ability to work independently

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## **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**.

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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.whcare@mail.com](mailto:jobs.whcare@mail.com)

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