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# administrative assistant

**Posted by:** Impact Health Physiotherapy and Sports Injury Clinic

**Location:** Medicine Hat

**Salary:** \$24.67 Per Hour

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## Job Details

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**Job ID**

NCJ2809304

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**Posting Date :** 04-Sep-2025

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**Expiry Date :** 24-Sep-2025

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**Title:** administrative assistant

**Employer:** Impact Health Physiotherapy and Sports Injury Clinic

Address: 1424 Southview Dr SE suite 105, Medicine Hat, AB T1B 4E7

**Wages:** \$24.67/hour

**Vacancies:** 1 vacancies

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time

30 to 40 hours /week

**Employment conditions:** Day, Evening, Morning, Shift

## Overview

## Languages

English

## Education

- Secondary (high) school graduation certificate
- or equivalent experience

## Experience

Experience an asset

## On site

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

## Responsibilities

## Tasks

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Direct and control daily operations
- Direct staff
- Evaluate daily operations
- Motivate staff
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Establish and implement policies and procedures

- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Conduct research
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

#### Supervision

- 1 to 2 people

#### Benefits

##### Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

#### Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

## **HOW TO APPLY**

### **By email**

[impacthealthmhc@gmail.com](mailto:impacthealthmhc@gmail.com)

### **The employer accepts applications from:**

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

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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: [impacthealthmhc@gmail.com](mailto:impacthealthmhc@gmail.com)**

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**