



Administrative Assistant

Posted by: Mayjorad Pharmaceuticals Inc.

Location: Fort McMurray

Salary: \$36 Per Hour

Job Details

Job ID

NCJ5895273

Posting Date : 10-Apr-2026

Expiry Date : 30-Apr-2026

Education : College, CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Administrative Assistant

Mayjorad Pharmaceuticals Inc.

Job details

Fort McMurray, AB
T9H 2J9

On site

30.00 to 38.00 hourly (To be negotiated) / 30 to 44 hours per week

Permanent employment

Full time

Morning, Day

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

Coordinate the flow of information within the team

Open and distribute mail and other materials

Plan and organize daily operations

Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
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
Work with the marketing department to understand and communicate marketing messages to the field
Maintain and manage digital database
Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

Additional information

Work conditions and physical capabilities

Ability to work independently
Attention to detail
Repetitive tasks

Benefits

Health benefits

Health care plan
Vision care benefits

Who can apply for this job?

You can apply if you are:

- a Canadian citizen

- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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: theboisconsultants@gmail.com

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