



# Administrative Assistant

Posted by TRI-GEN GROUP LTD.

**Posting Date :** 07-Feb-2025

**Closing Date :** 06-Aug-2025

**Location :** Boyle

**Salary :** \$25.50 Per Hour

## Job Requirements

- **Education:** Secondary
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1979991

## Job Description:

administrative assistant



TRI-GEN GROUP LTD.

Job details

SW-34-64-19-4Boyle, AB  
T0A 0M0

On site

25.50 hourly / 35 hours per Week

Permanent employment

Full time

Day

Starts as soon as possible

1 vacancy

Job Bank #3214577

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### 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

Arrange and co-ordinate seminars, conferences, etc.

Coordinate the flow of information within the team

Direct and control daily operations

Evaluate daily operations

Open and distribute mail and other materials

Plan and organize daily operations

Train staff  
Establish and implement policies and procedures  
Record and prepare minutes of meetings, seminars and conferences  
Determine and establish office procedures and routines  
Plan, develop and implement recruitment strategies  
Schedule and confirm appointments  
Manage training and development strategies  
Answer telephone and relay telephone calls and messages  
Answer electronic enquiries  
Compile data, statistics and other information  
Oversee the preparation of reports  
Order office supplies and maintain inventory  
Arrange travel, related itineraries and make reservations  
Set up and maintain manual and computerized information filing systems  
Type and proofread correspondence, forms and other documents  
Perform data entry  
Provide customer service  
Maintain and manage digital database  
Plan, organize, direct, control and evaluate daily operations  
Assign, co-ordinate and review projects and programs

## **Supervision**

1 to 2 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

### **Area of specialization**

Correspondence

Business process management

## **Additional information**

### **Security and safety**

Criminal record check

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

Ability to work independently

Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Repetitive tasks

### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgement  
Organized  
Team player  
Accurate  
Client focus  
Reliability  
Time management  
Adaptability  
Accountability  
Dependability  
Due diligence  
Quick learner

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### **Employment groups**



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

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### **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.

## How to apply

### Direct Apply

By Direct Apply

### By phone

780-689-3831 Between 09:00 AM and 11:00 AM

### By mail

SW-34-64-19-4  
Athabasca County, AB  
T0A 0M0

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

**Posted On [Aboriginaljobsincanada.Com](http://Aboriginaljobsincanada.Com)**