



# Administrative Assistant

Posted by Aesthetic Constructions Ltd

**Posting Date : 13-Aug-2025**

**Closing Date : 02-Sep-2025**

**Location : Calgary**

**Salary : \$35.50 Per Hour**

## Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3560553

## Job Description:

**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.
- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

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

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