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## Administrative Assistant

**Posted by:** Aesthetic Constructions Ltd

**Posting date:** 05-Nov-2024      **Closing date:** 25-Nov-2024

**Education:** High School Diploma

**Language:** English

**Job location:** Calgary

**Salary:** \$\$27.50 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** ABOJ5572725

## Job description:

### Responsibilities

#### Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration

- Plan, organize, direct, control and evaluate daily operations
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service