

Administrative Assistant

Posted By: Aesthetic Constructions Ltd

Location: Calgary

Salary: \$35.50 Per Hour

JOB ID : RJ4239492

Posting Date : 12-Jun-2025

Expiry date : 02-Jul-2025

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

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

Posted on refugeejobportal.com