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## Administrative Assistant

Posted by **Wholesale Warehouse Ltd**

### Job Details

**Posting Date:** 11-Dec-2024

**Closing Date:** 31-Dec-2024

**Location:** Calgary

**Salary:** \$26.00 Per Hour

### Job Requirements

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

**Language:** English

**Years of Experience:** 1 year

**Vacancy:** 3

**Job Type:** Full Time

**Job ID:** YJ2580710

### Job Description

# administrative assistant

Verified

Posted on December 11, 2024 by **WHOLESALE WAREHOUSE LTD.**

## Job details

Calgary, AB  
T2Z 4V6

On site

26.00 hourly / 40 hours per Week

Permanent employment  
Full time

Day, Flexible Hours, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3178168

## 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.

### Work setting

Industrial facility or establishment

Manufacture

Retail/wholesale establishment/distribution centre

Factory or plant

## **Responsibilities**

### **Tasks**

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Evaluate daily operations

Review HR projects to assure compliance with laws and regulations

Supervise other workers

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee development of communication strategies

Compile data, statistics and other information

Oversee the preparation of reports

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

Oversee payroll administration

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

Perform data entry

Provide customer service

Recruit and hire staff

Supervise office and volunteer staff

Plan, organize, direct, control and evaluate daily operations

Assign, co-ordinate and review projects and programs

### **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Windows

### **Area of work experience**

Purchasing, procurement and contracts

### **Area of specialization**

Correspondence

Invoices

Business process management

Accounting

## **Additional information**

### **Security and safety**

Criminal record check

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

Ability to work independently

Fast-paced environment

Work under pressure

Repetitive tasks

### **Personal suitability**

Ability to multitask

Excellent written communication

Flexibility

Organized

Team player

Reliability

## **Benefits**

### **Health benefits**

Health care plan

## Other benefits

Other benefits

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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 mail

11510 40 st se  
Calgary, AB  
T2Z 4V6

## Advertised until

2025-01-10