



Administrative Assistant

Posted by: Aesthetic Constructions Ltd

Location: Calgary

Salary: \$35.50 Per Hour

Job ID: YJ3241881

Posting Date: 13-Aug-2025

Expiry Date: 02-Sep-2025

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

Language: English

Vacancies: 1

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: aestheticconstructions@gmail.com

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