



# Administrative Assistant

**Posted by:** Impact Health Physiotherapy and Sports Injury Clinic

**Location:** Medicine Hat

**Salary:** \$22.00 Per Hour

**Job ID:** YJ4336912

**Posting Date:** 14-Aug-2025

**Expiry Date:** 03-Sep-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

**Title:** administrative assistant

**Employer:** Impact Health Physiotherapy and Sports Injury Clinic

**Address:** 1424 Southview Dr SE suite 105, Medicine Hat, AB T1B 4E7

**Wages:** \$22.00/hour

**Vacancies:** 1 vacancies

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time

30 to 40 hours /week

**Employment conditions:** Day, Evening, Morning, Shift

#### Overview

#### Languages

English

#### Education

- **Secondary (high) school graduation certificate**
- **or equivalent experience**

#### Experience

Experience an asset

#### On site

Work must be completed at the physical location. There is no option to work remotely.

#### Responsibilities

#### Tasks

- **Coordinate the activities of the HR department in order to ensure they meet the organization's goals**
- **Coordinate the flow of information within the team**
- **Direct and control daily operations**
- **Direct staff**
- **Evaluate daily operations**
- **Motivate staff**
- **Open and distribute mail and other materials**

- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Establish and implement policies and procedures
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Conduct research
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

#### Supervision

- 1 to 2 people

#### Benefits

##### Health benefits

- Dental plan
- Disability benefits
- Health care plan

- **Paramedical services coverage**
- **Vision care benefits**

### **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

### **HOW TO APPLY**

**By email**

[impacthealthmhc@gmail.com](mailto:impacthealthmhc@gmail.com)

**The employer accepts applications from:**

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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

**Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)**