



Admin Assistant

Posted by: Fortress Inn Louisbourg

Location: Cape Breton

Salary: \$25.00 Per Hour

Job ID: YJ3721770

Posting Date: 30-Jul-2025

Expiry Date: 26-Jan-2026

Education: Secondary

Language: English

Vacancies: 4

Experience: 1 year

Job Type: Full Time

Job Description

Arrange and co-ordinate seminars, conferences, etc.

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

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Order office supplies and maintain inventory

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

Recruit and hire workers and carry out related staffing actions

Recruit and hire staff

Supervise office and volunteer staff

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: info.fortressinn@gmail.com

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