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Administrative Assistant

Posted by **Aesthetic Constructions Ltd**

Job Details

Posting Date: 28-Nov-2024

Closing Date: 18-Dec-2024

Location: Calgary

Salary: \$\$27.50 Per Hour

Job Requirements

Education: High School Diploma

Language: English

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ1288260

Job Description

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Plan and control budget and expenditures

Supervise other workers

Train, direct and motivate staff

Assign, co-ordinate and review projects and programs

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee payroll administration

Plan, organize, direct, control and evaluate daily operations

Set up and maintain manual and computerized information filing systems

Perform data entry

Provide customer service