



SECRETARY-CLERK (NOC: 13110)

Posted by International Hospital Maintenance Services

Posting Date : 13-Nov-2024

Closing Date : 12-May-2025

Location : Westlock

Salary : \$\$16.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6130412

Job Description:

SECRETARY-CLERK (NOC: 13110)

Posted on May 16, 2024 by International Hospital Maintenance Services (IHMS)

JOB DETAILS

Location

202A, 10619-100 Avenue, Westlock, AB T7P 2J4

Salary

\$16.00 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Day, Morning, Weekend

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Cleaning service company

RESPONSIBILITIES

Tasks

- Coordinate the flow of information within the team
- Direct and control daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management

- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- 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
- Conduct research
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint

- MS Windows

- MS Word

Area of specialization

- Correspondence

- Reports and records

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently

- Fast-paced environment

- Work under pressure

- Tight deadlines

- Attention to detail

- Repetitive tasks

- Work with minimal supervision

Personal suitability

- Ability to multitask
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

WHO CAN APPLY TO THIS JOB?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.
- If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

HOW TO APPLY

By email

ihms-jobs@post.com

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: ihms-jobs@post.com

Posted on Disabled job Portal