

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 TimeJob ID: DISJ6130412

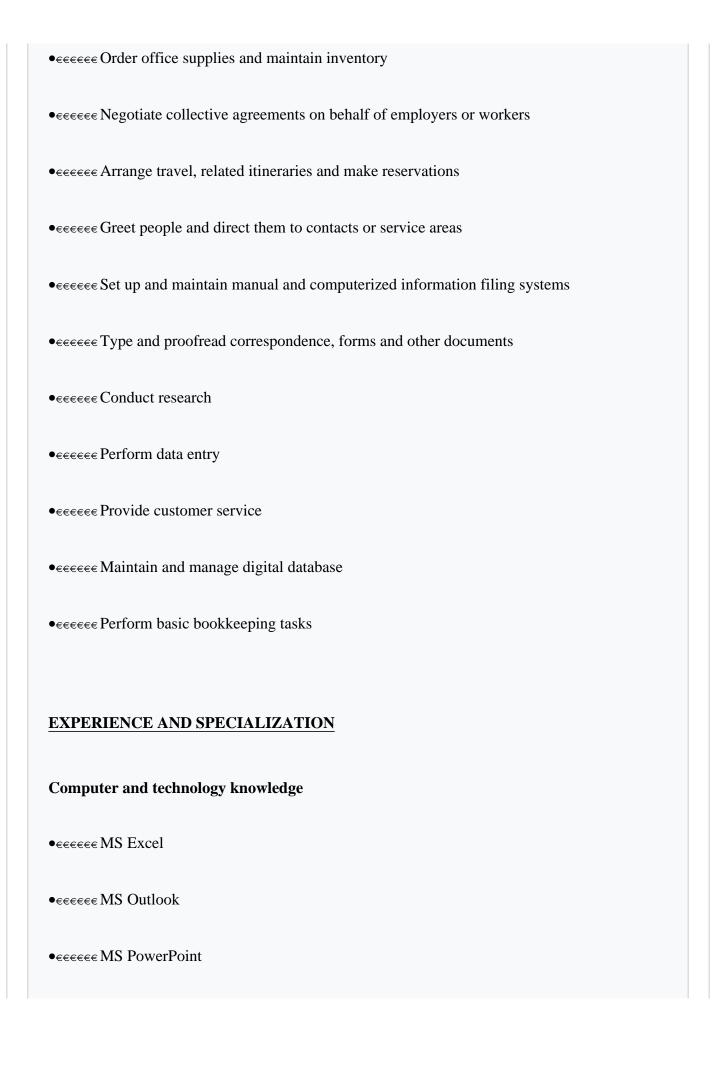
Job Description:

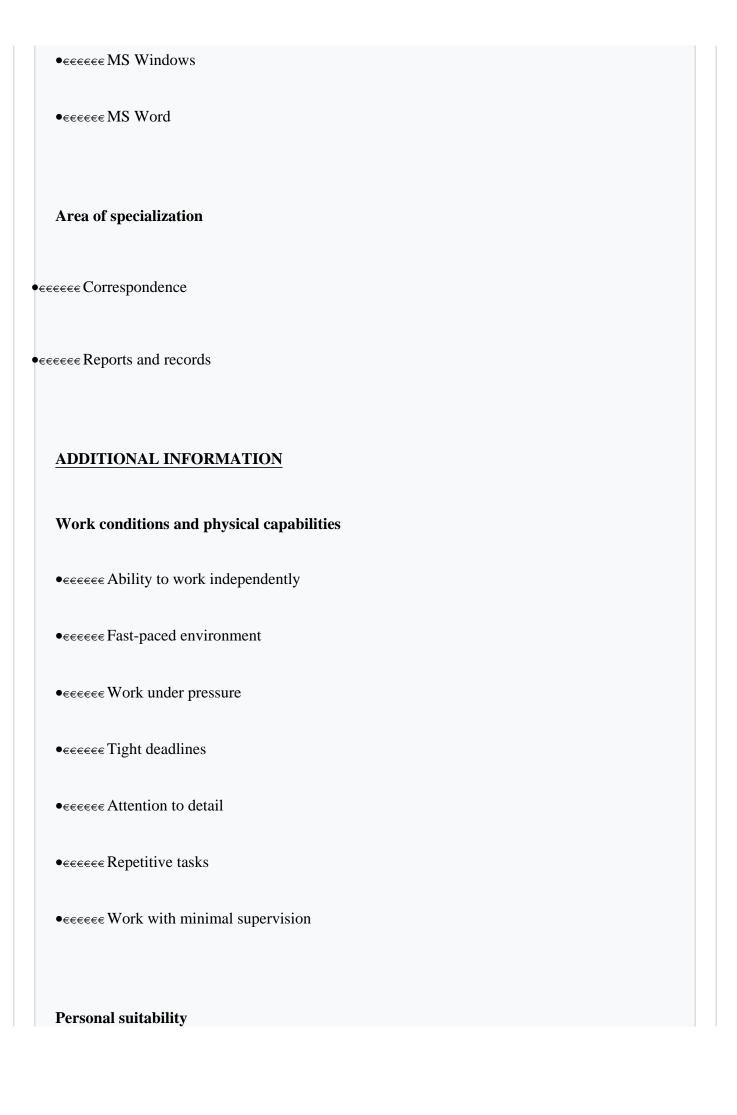
| SECRETARY-CLERK (NOC: 13110) |
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| Posted on May 16, 2024 by International Hospital Maintenance Services (IHMS) |
| JOB DETAILS |
| Location |
| 202A, 10619-100 Avenue, Westlock, AB T7P 2J4 |
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| Salary |
| \$16.00 hourly / 40 hours per week |
| Terms of employment |
| Permanent employment |
| Full time |
| Day, Morning, Weekend |
| Start date |
| |

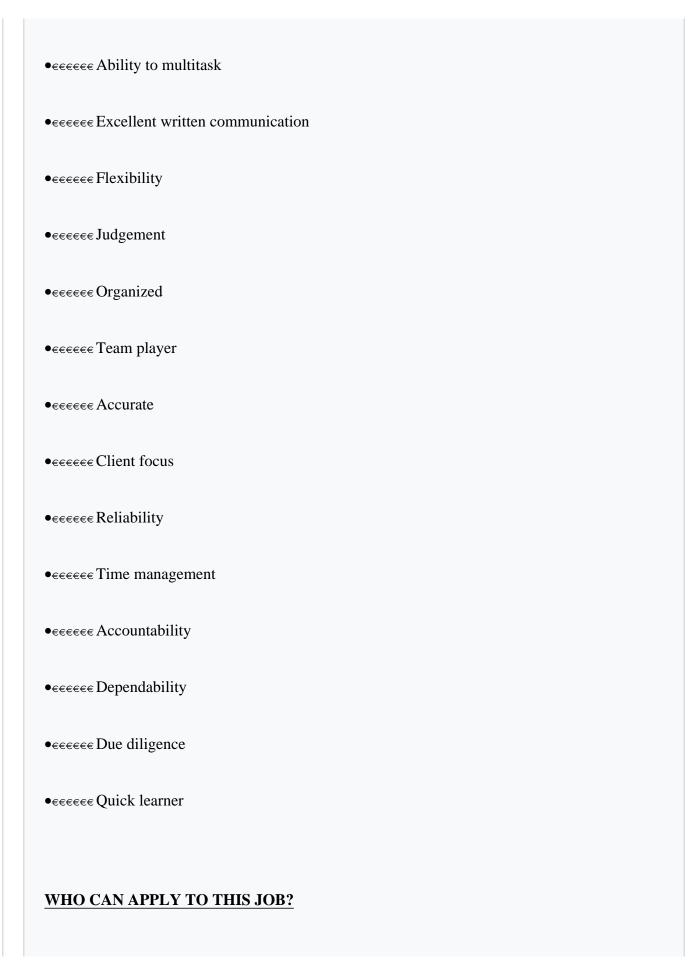
| Starts as soon as possible |
|--|
| |
| |
| Vacancies |
| |
| 1 |
| 1 vacancy |
| |
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| <u>OVERVIEW</u> |
| |
| Languages |
| |
| English |
| Liigiisii |
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| Education |
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| Secondary (high) school graduation certificate |
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| |
| Experience |
| • |
| 1 year to loss than 2 years |
| 1 year to less than 2 years |
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| |
| Work setting |
| |
| Cleaning service company |
| |
| |

RESPONSIBILITIES

Tasks • ∈ ∈ ∈ ∈ ∈ Coordinate the flow of information within the team • ∈ ∈ ∈ ∈ ∈ E Direct and control daily operations • ∈ ∈ ∈ ∈ ∈ Open and distribute mail and other materials • ∈ ∈ ∈ ∈ ∈ Plan and organize daily operations • ∈ ∈ ∈ ∈ ∈ Erain staff • ∈ ∈ ∈ ∈ ∈ Establish and implement policies and procedures • ∈ ∈ ∈ ∈ ∈ Record and prepare minutes of meetings, seminars and conferences • ∈ ∈ ∈ ∈ ∈ E 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







Only apply to this job if:

- e e e e e e You are a Canadian citizen, a permanent or a temporary resident of Canada.
- $\bullet \in \in \in \in \in Y$ ou have a valid Canadian work permit.
- EEEEEE 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 refrence letter from your previous employer to the following email: ihms-jobs@post.com

Posted on Disabled job Portal