



Administrative Assistant

Posted by TRI-GEN GROUP LTD.

Posting Date : 07-Feb-2025

Closing Date : 06-Aug-2025

Location : Boyle

Salary : \$25.50 Per Hour

Job Requirements

- **Education:** Secondary
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3854691

Job Description:

administrative assistant ●

TRI-GEN GROUP LTD.

Job details

SW-34-64-19-4Boyle, AB
TOA 0M0

On site

25.50 hourly / 35 hours per Week

Permanent employment
Full time

Day

Starts as soon as possible

1 vacancy

Job Bank #3214577

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.
Coordinate the flow of information within the team
Direct and control daily operations
Evaluate 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
Plan, develop and implement recruitment strategies
Schedule and confirm appointments
Manage training and development strategies
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Compile data, statistics and other information
Oversee the preparation of reports
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service
Maintain and manage digital database
Plan, organize, direct, control and evaluate daily operations
Assign, co-ordinate and review projects and programs

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

MS Office

Area of specialization

Correspondence

Business process management

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Accountability

Dependability

Due diligence

Quick learner

Employment groups



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Who can apply to this job?

The employer accepts applications from:

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

How to apply

Direct Apply

By Direct Apply

By phone

780-689-3831 Between 09:00 AM and 11:00 AM

By mail

SW-34-64-19-4
Athabasca County, AB
T0A 0M0

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

Posted on Disabled job Portal