



## **Administrative assistant**

**Posted by pawar drywall inc**

**Posting Date :** 28-Feb-2025

**Closing Date :** 27-Aug-2025

**Location :** Calgary

**Salary :** \$36 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:** DISJ2855150

### **Job Description:**

#### **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.

Assist with staff consultation and grievance procedures

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

Direct and control daily operations

Direct staff

Evaluate daily operations

Motivate staff

Open and distribute mail and other materials

Plan and control budget and expenditures

Plan and organize daily operations

Review HR projects to assure compliance with laws and regulations

Supervise other workers

Train staff

Establish and implement policies and procedures

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Oversee the classification and rating of occupations

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports  
Order office supplies and maintain inventory  
Arrange travel, related itineraries and make reservations  
Greet people and direct them to contacts or service areas  
Perform data entry

### **Supervision**

5-10 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel  
MS Outlook  
MS PowerPoint  
MS Windows  
MS Word

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Tight deadlines  
Attention to detail  
Large workload  
Work with minimal supervision

### **Personal suitability**

Excellent oral communication  
Excellent written communication  
Accurate  
Time management  
Dependability

## **How to apply**

### **Direct Apply**

By Direct Apply

### **By email**

[pawardrywallinc@gmail.com](mailto:pawardrywallinc@gmail.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: [pawardrywallinc@gmail.com](mailto:pawardrywallinc@gmail.com)**

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