



## **administrative assistant**

**Posted by Impact Health Physiotherapy and Sports Injury Clinic**

**Posting Date :** 14-Mar-2025

**Closing Date :** 03-Apr-2025

**Location :** Medicine Hat

**Salary :** \$22.00 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:** DISJ3720927

### **Job Description:**

**Title:** administrative assistant

**Employer:** Impact Health Physiotherapy and Sports Injury Clinic

Address: 1424 Southview Dr SE suite 105, Medicine Hat, AB T1B 4E7

**Wages:** \$22.00/hour

**Vacancies:** 1 vacancies

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time

30 to 40 hours /week

**Employment conditions:** Day, Evening, Morning, Shift

**Overview**

**Languages**

**English**

**Education**

- **Secondary (high) school graduation certificate**
- **or equivalent experience**

**Experience**

**Experience an asset**

**On site**

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

**Responsibilities**

**Tasks**

- **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**
- **Supervise other workers**
- **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**
- **Plan, develop and implement recruitment strategies**
- **Answer telephone and relay telephone calls and messages**
- **Oversee the analysis of employee data and information**
- **Oversee the preparation of reports**
- **Order office supplies and maintain inventory**
- **Organize staff consultation and grievance procedures**
- **Arrange travel, related itineraries and make reservations**
- **Greet people and direct them to contacts or service areas**
- **Conduct research**
- **Provide customer service**

- Recruit and hire workers and carry out related staffing actions
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

#### Supervision

- 1 to 2 people

#### Benefits

##### Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

#### *Employment groups*

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

#### HOW TO APPLY

By email

[impacthealthmhc@gmail.com](mailto:impacthealthmhc@gmail.com)

The employer accepts applications from:

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

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

**Posted on Disabled job Portal**