Administrative Assistant

Posted by Mayjorad Pharmaceuticals Inc.

Posting Date : 10-Apr-2026

Closing Date : 30-Apr-2026

Location : Fort Mcmurray

Salary : $36 Per Hour

Job Requirements

- **Education**: College, CEGEP
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 1
- **Job Type**: Full Time
- **Job ID**: DISJ7418557

Job Description:

Administrative Assistant

Mayjorad Pharmaceuticals Inc.

Job details

Fort McMurray, AB
T9H 2J9

On site

30.00 to 38.00 hourly (To be negotiated) / 30 to 44 hours per week

Permanent employment
Full time

Morning, Day

Starts as soon as possible

Benefits: Health benefits

1 vacancy

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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

- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- 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
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Repetitive tasks

Benefits

Health benefits

- Health care plan
- Vision care benefits

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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: theboisconsultants@gmail.com

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