

disabledjobboard.com

Administrative Assistant

Posted by: Aesthetic Constructions Ltd

Posting date: 05-Nov-2024 **Closing date:** 25-Nov-2024

Education: High School Diploma

Language: English

Job location: Calgary

Salary: \$\$27.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ5073721

Job description:

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration

- Plan, organize, direct, control and evaluate daily operations
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service