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## Administrative Assistant

**Posted by:** Wholesale Warehouse Ltd

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

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Drumheller

**Salary:** \$26.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** RJ2037656

## Job description:

**administrative assistant** Verified

Posted on August 12, 2024 by [WHOLESALE WAREHOUSE LTD.](#)

### Job details

Drumheller, AB

T0J 0Y0

On site

26.00 hourly / 40 hours per Week

Permanent employment

Full time

Day, Flexible Hours, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits, Other benefits

1 vacancy

Job Bank #3036940

## 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.

### Work setting

Industrial facility or establishment

Manufacture

Retail/wholesale establishment/distribution centre

Factory or plant

## **Responsibilities**

### **Tasks**

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Review HR projects to assure compliance with laws and regulations
- Supervise other workers
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Oversee payroll administration
- 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
- Perform data entry
- Provide customer service
- Recruit and hire staff
- Supervise office and volunteer staff
- Assign, co-ordinate and review projects and programs
- Plan, organize, direct, control and evaluate daily operations

### **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Windows

### **Area of work experience**

Purchasing, procurement and contracts

### **Area of specialization**

Correspondence

Invoices

Business process management

Accounting

## **Additional information**

### **Security and safety**

Criminal record check

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

Ability to work independently

Fast-paced environment

Work under pressure

Repetitive tasks

### **Personal suitability**

Ability to multitask

Excellent written communication

Flexibility

Organized

Team player

Reliability

## Benefits

### Health benefits

Health care plan

### Other benefits

Other benefits

## 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

### By email

[hiring@wholesalewarehouse.ca](mailto:hiring@wholesalewarehouse.ca)

**By mail**

802 AB9  
Drumheller, AB  
T0J 0Y0