

# ADMINISTRATIVE COORDINATOR (NOC: 13100)

**Posted By:** Town's Food House

**Location:** Evansburg

**Salary:** \$29.50 Per Hour

**JOB ID :** RJ5955718

**Posting Date :** 06-Sep-2024

**Expiry date :** 05-Mar-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

**ADMINISTRATIVE COORDINATOR (NOC: 13100)**

Posted on September 06, 2024 by Town's Food House

### JOB DETAILS

#### **Location**

Evansburg, Alberta T0E 0T0

#### **Workplace information**

On site

#### **Salary**

\$28.85 hourly / 30 hours per Week

#### **Terms of employment**

Permanent employment

**Full time**

Day, Evening, Morning, Shift, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

7 months to less than 1 year

**On site**

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

**Work setting**

Restaurant

**RESPONSIBILITIES****Tasks**

- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Establish marketing programs
- Develop all kinds of events for publicity, fundraising and information purposes
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters and other material
- Prepare written material such as reports, briefs, website content
- Co-ordinate special publicity events and promotions
- Perform administrative tasks

**EXPERIENCE AND SPECIALIZATION****Computer and technology knowledge**

Spreadsheet

MS Office

**ADDITIONAL INFORMATION****Transportation/travel information**

- Willing to travel
- Valid driver's licence

**Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Attention to detail

**Personal suitability**

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask  
Adaptability  
Team player

### **WHO CAN APPLY TO THIS JOB?**

#### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.
- If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

### **HOW TO APPLY**

#### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

#### **By email**

[townsfoodhouse-jobs@post.com](mailto:townsfoodhouse-jobs@post.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: [townsfoodhouse-jobs@post.com](mailto:townsfoodhouse-jobs@post.com)**

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