

# Administrative Assistant

**Posted By:** Impact Health Physiotherapy And Sports Injury Clinic

**Location:** Medicine Hat

**Salary:** \$22.00 Per Hour

**JOB ID :** RJ2092671

**Posting Date :** 03-Jul-2025

**Expiry date :** 23-Jul-2025

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## 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)**

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