



## **Administrative Assistant**

**Posted by:** Aesthetic Constructions Ltd

**Posting date:** 13-Aug-2025      **Closing date:** 02-Sep-2025

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

**Language:** English

**Job location:** Calgary

**Salary:** \$35.50 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6384681

## **Job description:**

### **On site**

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

### **Responsibilities**

### **Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

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: [aestheticcontructions@gmail.com](mailto:aestheticcontructions@gmail.com)

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