

October 19, 2021

Administrative Assistant Position

This offer is for a full-time contract position. The successful candidate will be hard working, and organized, thrive in a fast-paced environment, be a team player, and has the ability to work independently. The hours of this position are from 8am-5pm, Monday-Friday with lunch from 12-1pm.

Duties Include:

- Answer the phone, direct calls, and take messages
- Greet visitors, offer coffee, bring them to assigned boardroom
- Keep two kitchens, reception, board rooms and common areas tidy
- Send/receive and sort mail and courier
- Email Staff with building maintenance announcements
- Email building to advise of business closures and maintenance requirements
- Email IT with staff concerns
- Manage office phones and copiers
- Order office supplies/printer supplies for Calgary
- Order catering for meetings and staff functions
- Help organize staff functions
- Order business cards and stationary items for staff as needed
- Set up new employee offices
- Participate on Fire Warden team
- Assist with ESG initiatives
- Book meetings for executive team and Staff
- Help executive team with various tasks

To apply for this position please send a resume to:

Mandee.sugimoto@tamarackvalley.ca

Mandee Sugimoto
Executive Assistant
403-404-3121