



administrative assistant

Posted by Impact Health Physiotherapy and Sports Injury Clinic

Posting Date : 04-Sep-2025

Closing Date : 24-Sep-2025

Location : Medicine Hat

Salary : \$24.67 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3720125

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: \$24.67/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

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

Posted on Disabled job Portal