

Administrative assistant - Office

Super 8 Truro by Wyndham

Job ID

39023

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LOCATION	DATE POSTED	EXPIRY DATE	
85 Treaty Trail, Millbrook, NS Nova Scotia	03-02-2026	02-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.00	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Job Title: Administrative assistant - office

Employer details: Super 8 Truro by Wyndham

Job details:

Location: 85 Treaty Trail, Millbrook, NS B6L 1W3

Work location: On site

Salary: 30.00 hourly / 32 hours per week

Terms of employment: Permanent employment, Full time, Morning, Day

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.

Responsibilities:

Tasks:

Arrange and co-ordinate seminars, conferences, etc.

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Supervise other workers

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Experience and specialization:

Computer and technology knowledge:

MS Excel

MS PowerPoint

MS Word

Database software

Human resources software

MS Office

Area of specialization:

Correspondence

Contracts

Invoices

Charts, tables, graphs and diagrams

Additional information:

Work conditions and physical capabilities:

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability:

Ability to multitask

Flexibility

Organized

Team player

Accurate

Client focus

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a

member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Indigenous people

Who can apply for this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

other candidates, with or without a valid Canadian work permit

How to apply:

By Direct Apply Help - Applying by Direct Apply

Additional ways to apply:

By email:

super8trurojobs@gmail.com

By mail:

85 Treaty Trail

Millbrook, NS

B6L 1W3

In person:

85 Treaty Trail

Millbrook, NS

B6L 1W3

Between 12:00 p.m. and 05:00 p.m.

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