

Executive secretary (except legal and medical)

Biomed Recovery & Disposal Ltd.

Job ID
39572

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LOCATION	DATE POSTED	EXPIRY DATE	
105 Industrial Drive, Aberdeen, AB Alberta	02-04-2026	29-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$25.00	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Executive secretary (except legal and medical)
Company: Biomed Recovery & Disposal Ltd.
Location: 105 Industrial Drive Aberdeen, SK S0K 0A0
Salary: \$25.00 / hour
Benefits: Dental plan, Disability benefits, Health care plan, Vision care benefits
Vacancies: 1 vacancy
Terms of employment: Permanent employment, Full time 30 to 40 hours / week
Start date: As soon as possible

Job requirements

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.

Job Description

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
Open and distribute mail and other materials
Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Oversee the analysis of employee data and information

Answer electronic enquiries

Oversee development of communication strategies

Compile data, statistics and other information

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Personal suitability: Ability to multitask, Flexibility, Team player, Accurate, Time management

How to apply

By email

hr@biomedwaste.com

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