



Job Vacancy Notice

Internal / External

Position: Administrative Assistant / Receptionist
Location / Department: Calgary, AALI
Reports To: Office Coordinator
Closing Date: July 30, 2018

Core Competencies:

- Effective Oral and Written Communication
- Organizational Skills
- Positive Attitude
- Professionalism
- Problem Solving
- Proactive
- Genial and Friendly Demeanor
- Confidentiality and Discretion

Duties and Responsibilities:

- Manage the reception area; receive visitors.
- Answer all general enquiries relating to the company.
- Handle all phone calls directed through the general office; distribute phone messages accordingly.
- Schedule meetings, book boardrooms, and update calendars.
- Take responsibility for incoming and outgoing mail.
- Disseminate and circulate information relevant to members of staff, partner organizations, and other related persons and groups.
- Order stationary and domestic supplies.
- File information as requested.
- Put away office supplies promptly to maintain a clean and clear working environment.
- Photocopy and fax as requested.
- Fill paper in fax and copy machines; report equipment malfunctions as required.
- Create letters for managers.
- Organize special events as advised (such as organizing catering, finding venues, etc.).
- Prepare and maintain spreadsheets as required.
- Reconcile expense forms.
- Cover for other staff as requested during holiday periods, etc.
- Keep kitchen area clean and tidy.
- Complete ad hoc tasks as requested.
- Maintain confidentiality and show discretion.

Qualifications:

- Minimum high school education, or equivalent.
- Genial, friendly manner.
- Experience with the full Microsoft Office Suite (Outlook, Word, Excel).

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Experience:

- Minimum 2 years of experience in a reception role.
- Aviation experience is considered an asset.

***3-Month Probationary Period applies to this position.**

*Compensation is based on qualifications and experience and is in line with relevant industry standard wage scales.
Interested applicants should apply online at Avmax.com.*

Only selected candidates will be contacted.

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