

# Employment Opportunity

8/12/2022

## Administrative Assistant

### Summary

The Administrative Assistant will report directly to the Office Administrator of Samson Management Ltd. and will be responsible for the receptionist and general administrative activities for the administration department as well as provide support to Human Resources of Samson Management Ltd.

### Duties & Responsibilities

1. Responsible for Records Management duties
    - Office filing
    - Electronic filing
  2. Front Desk responsibilities
    - Greet people coming into the office, direct them to the appropriate contact or services, and provide information in person and by phone.
    - Operate telephone system and switchboard to answer, screen and forward telephone calls, taking messages as required.
    - Accept messenger and courier deliveries.
    - Process incoming and outgoing mail, manually or electronically.
    - Distributes memorandums and related correspondence.
    - Maintain boardroom bookings and ensures cleanliness of facility for use.
    - Responsible for keeping front desk and reception area is neat and tidy at all times as well as coffee area.
    - Records corporate personnel's whereabouts for message purposes.
  - Perform some bookkeeping tasks such as, processing incoming invoices and preparing them for payment.
  - Assist in preparation of agenda and materials in advance for board meetings.
    - Transcription of minutes.
    - Filing of minutes
  - Organization of travel and accommodation for employees
  - Perform marketing functions such as social media posts, website updates and LED sign management
3. HR Support
    - Assist with processing and verification of documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
    - Assist with maintaining and updating a computerized filing and registration system along with compiling data and preparing reports relating to personnel activities as requested.
    - Refer all telephone calls and written enquiries from staff and the general public regarding personnel matters to the HR Manager
    - Assist with Recruitment of potential employees
    - Assist with setting up in-house and/or external training activities
    - Conduct research, compile data.
    - Assist in interpretation of company policies and procedures to managers and employees
    - Assist in administering the company benefits plan

### Job Requirements

- Diploma or Degree in a related field to business and position preferred
- And/or Office Professional Certificate, or Human Resources related certifications.
- And/or 1–3 years previous experience in a related administrative occupation
- Proficiency in Office 365(Outlook, Word, Excel, OneNote, PPT, Teams, OneDrive...)
- Must have a Valid Drivers Licence and own Transportation
- Any Combination of the above will be considered

### Employment Opportunity

This position offered is a **Regular Full-Time** position with a three-month probationary period. Continued employment is dependent upon successful completion of the probationary period and submission of a clear criminal record check.

**Wage Expectations:** Pending Experience

**Closing Date: August 26, 2022**

Interested persons are requested to submit a resume by mail, by hand, fax or email to:

**Samson Management (2009) Ltd.**  
**Box 539, Maskwacis Alberta, T0C 1N0**  
[humanresources@smlcorp.com](mailto:humanresources@smlcorp.com)  
Telephone: (780) 585-2468 Fax (780) 585-2393