



## **ADMINISTRATIVE ASSISTANT (NOC-13110)**

**Posted by:** 1637934 ALBERTA LTD. O/A ASSURANCE PROTECTION

**Posting date:** 16-Apr-2025      **Closing date:** 13-Oct-2025

**Education:** Secondary (high) school graduation certificate

**Language:** ENGLISH

**Job location:** Calgary

**Salary:** \$26.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4635283

**Expired**

### **Job description:**

**TITLE:** ADMINISTRATIVE ASSISTANT (NOC-13110)

**EMPLOYER:** 1637934 ALBERTA LTD. O/A ASSURANCE PROTECTION

### **Job details**

#290 6815 8 ST NE  
Calgary, AB  
T2E 7H7

On site

26.00 hourly / 35 to 40 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Night, Overtime, Shift, Weekend

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Evaluate daily operations

- Open and distribute mail and other materials
- Plan and organize daily operations
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages

### Supervision

3-4 people

## Additional information

### Transportation/travel information

Public transportation is available

### Personal suitability

- Flexibility
- Team player
- Client focus
- Reliability

---

## Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

### Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

### Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

### 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 email**

[aziz2000tarik@yahoo.com](mailto:aziz2000tarik@yahoo.com)

**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: [aziz2000tarik@yahoo.com](mailto:aziz2000tarik@yahoo.com)**

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**