



OFFICE ASSISTANT (NOC-14100)

Posted by: 1680213 ALBERTA LTD. O/A BEDDINGTON TRAIL ANIMAL HOSPITAL

Posting date: 17-Jun-2025 **Closing date:** 14-Dec-2025

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Calgary

Salary: \$\$36.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1424978

Job description:

TITLE: OFFICE ASSISTANT (NOC-14100)

EMPLOYER: 1680213 ALBERTA LTD. O/A BEDDINGTON TRAIL ANIMAL HOSPITAL

Job details

#1 176 BEDFORD DR.NE
Calgary, AB
T3K 2M9

On site

36.00 hourly / 35 to 40 hours per week

Permanent employment

Full time, Students and Part timers are also welcomed

Day, 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.

Work setting

Urban area

Clinic

Animal hospital

Responsibilities

Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures

Additional information

Personal suitability

- Flexibility
- Organized

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

beddingtontrailvet@gmail.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: beddingtontrailvet@gmail.com

Posted on canadianjobportal.com