



ADMINISTRATIVE ASSISTANT (NOC-13110)

Posted by: 665701 ALBERTA LTD. O/A BOWRIDGE BOTTLE DEPOT

Posting date: 06-Oct-2025 **Closing date:** 04-Apr-2026

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Calgary

Salary: \$26.43 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3567784

Job description:

TITLE: ADMINISTRATIVE ASSISTANT (NOC-13110)

EMPLOYER: 665701 ALBERTA LTD. O/A BOWRIDGE BOTTLE DEPOT

Job details

#110 60 BOWRIDGE DR NWCalgary, AB
T3B 2T9

On site

26.43 hourly / 35 to 40 hours per week

Permanent employment

Full time

Evening, Shift, Morning, Day, Weekend, Overtime available

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

Responsibilities

Tasks

Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Compile data, statistics and other information
Respond to employee questions and complaints
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Transportation/travel information

Public transportation is available

Personal suitability

Flexibility
Organized
Team player
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

info@bottleddepot.net

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: info@bottleddepot.net

Posted on canadianjobportal.com