



## **Administrative Assistant (NOC 13110)**

**Posted by:** NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN

**Posting date:** 23-Jan-2026      **Closing date:** 22-Jul-2026

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Calgary

**Salary:** \$36 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4006868

## **Job description:**

### **Overview**

Job details

Employer: NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN

Location

Unit 102 - 1000 - 8 Ave SW, Calgary, Alberta. T2P 3M7

Work location On site

Salary

36.00 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Day

Starts as soon as possible

Vacancies 1 vacancy

### **Experience**

2 years to less than 3 years

### **On site**

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

## **Responsibilities**

### **Tasks**

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

## **Additional information**

### **Personal suitability**

Ability to multitask

Organized

## How to apply

By email

[elkholynasser@yahoo.ca](mailto:elkholynasser@yahoo.ca)

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: [elkholynasser@yahoo.ca](mailto:elkholynasser@yahoo.ca)

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