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# OFFICE ASSISTANT (NOC-14100)

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

**Location:** Calgary

**Salary:** \$\$36.00 Per Hour

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## Job Details

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**Job ID**

NCJ2169938

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**Posting Date :** 17-Jun-2025

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**Expiry Date :** 14-Dec-2025

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

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**Language :** ENGLISH

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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](mailto:beddingtontrailvet@gmail.com)

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**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](mailto:beddingtontrailvet@gmail.com)**

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