



Administrative Assistant (NOC 13110)

Posted by: NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN

Location: Calgary

Salary: \$36 Per Hour

Job Details

Job ID

NCJ2918647

Posting Date : 23-Jan-2026

Expiry Date : 22-Jul-2026

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

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Overview

Job details

Employer: NASSER ELKHOOLY 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

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

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