

# ADMINISTRATIVE ASSISTANT (NOC-13110)

**Posted By:** 1637934 ALBERTA LTD. O/A ASSURANCE  
PROTECTION

**Location:** Calgary

**Salary:** \$26.00 Per Hour

**JOB ID :** RJ1576464

**Posting Date :** 16-Apr-2025

**Expiry date :** 13-Oct-2025

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

**Language :** ENGLISH

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

**TITLE:** ADMINISTRATIVE ASSISTANT (NOC-13110)

**EMPLOYER:** 1637934 ALBERTA LTD. O/A ASSURANCE PROTECTION

### Job details

#290 6815 8 ST NE  
Calgary, AB

T2E 7H7

On site

26.00 hourly / 35 to 40 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Night, Overtime, 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.

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Evaluate daily operations

Open and distribute mail and other materials

Plan and organize daily operations

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

### Supervision

3-4 people

# Additional information

## Transportation/travel information

Public transportation is available

## Personal suitability

- Flexibility
- Team player
- Client focus
- 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

aziz2000tarik@yahoo.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: **aziz2000tarik@yahoo.com**

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**Posted on [refugeejobportal.com](http://refugeejobportal.com)**