

# Administrative Assistant (NOC 13110)

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

**Location:** Calgary

**Salary:** \$36 Per Hour

**JOB ID :** RJ2103241

**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 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)

---

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