

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

elkholyasser@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: elkholyasser@yahoo.ca