



ADMINISTRATIVE ASSISTANT (NOC-13110)

Posted by 1637934 ALBERTA LTD. O/A ASSURANCE PROTECTION

Posting Date : 16-Apr-2025

Closing Date : 13-Oct-2025

Location : Calgary

Salary : \$26.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2917231

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

Posted on Disabled job Portal