



administrative assistant

Posted by Alphabet Day Care Inc.

Posting Date : 30-Sep-2025

Closing Date : 18-Apr-2026

Location : High Level

Salary : \$23.00 hourly / 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1637759

Job Description:

Location: 9807 100 Ave High Level, AB T0H 1Z0

Work location: On site

Salary: 23.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Morning, Day

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for

Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

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

Compile data, statistics and other information

Oversee the preparation of reports

Order office supplies and maintain inventory

Type and proofread correspondence, forms and other documents

How to apply

By email: apply.aplhabetdaycare@gmail.com

By mail: 9807 100 Ave High Level, AB T0H 1Z0

Job Location: 9807 100 Ave High Level, AB T0H 1Z0

Employer: Alphabet Day Care Inc.

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: apply.aplhabetdaycare@gmail.com

Posted on Disabled job Portal