



## **ADMINISTRATIVE ASSISTANT (NOC-13110)**

**Posted by 665701 ALBERTA LTD. O/A BOWRIDGE BOTTLE DEPOT**

**Posting Date :** 06-Oct-2025

**Closing Date :** 04-Apr-2026

**Location :** Calgary

**Salary :** \$26.43 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:** DISJ2437748

### **Job Description:**

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

**EMPLOYER: 665701 ALBERTA LTD. O/A BOWRIDGE BOTTLE DEPOT**

## Job details

#110 60 BOWRIDGE DR NWCalgary, AB  
T3B 2T9

On site

26.43 hourly / 35 to 40 hours per week

Permanent employment  
Full time

Evening, Shift, Morning, Day, Weekend, Overtime available

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.**

### Work setting

## **Urban area**

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## **Responsibilities**

### **Tasks**

- Determine and establish office procedures and routines**
- Schedule and confirm appointments**
- Answer telephone and relay telephone calls and messages**
- Answer electronic enquiries**
- Compile data, statistics and other information**
- Respond to employee questions and complaints**
- Order office supplies and maintain inventory**
- Greet people and direct them to contacts or service areas**
- Set up and maintain manual and computerized information filing systems**
- Type and proofread correspondence, forms and other documents**

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## **Experience and specialization**

### **Computer and technology knowledge**

**MS Office**

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## **Additional information**

### **Transportation/travel information**

**Public transportation is available**

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## **Personal suitability**

- Flexibility**
- Organized**
- Team player**
- Reliability**

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## 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

[info@bottleddepot.net](mailto:info@bottleddepot.net)

**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: [info@bottleddepot.net](mailto:info@bottleddepot.net)**

**Posted on Disabled job Portal**