



## Administrative Assistant (NOC 13110)

Posted by **NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN**

**Posting Date :** 23-Jan-2026

**Closing Date :** 22-Jul-2026

**Location :** Calgary

**Salary :** \$36 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1792337

### 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)**

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