



## Office Administrative Assistant

**Posted by:** Olu

**Posting date:** 20-Mar-2025      **Closing date:** 16-Sep-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to less than 2 years or equivalent experience

**Language:** English

**Job location:** Calgary

**Salary:** \$35.40 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3951594

## Job description:

700 8th Ave SW suite 405 Calgary, AB  
T2P 1H2

On site

35.40 hourly / 32 to 40 hours per Week

Permanent employment

Full time

Day

Starts as soon as possible

1 vacancy

## Languages

English

## Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

## 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

Direct and control daily operations

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Arrange for billing for services

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel

MS Word

Electronic scheduler

Database software

Accounting software

MS Office

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently

Attention to detail

Work with minimal supervision

### **Personal suitability**

Ability to multitask

Organized

Team player

Accurate

Client focus

Reliability

Time management

Dependability

Efficiency

Positive attitude

## How to apply

### Direct Apply

By Direct Apply

### By email

[seunajayi02@yahoo.com](mailto:seunajayi02@yahoo.com)

### How-to-apply instructions

Here is what you must include in your application:

- References attesting experience

**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: [seunajayi02@yahoo.com](mailto:seunajayi02@yahoo.com)**

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