

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

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

Posting date: 06-Oct-2025 Closing date: 04-Apr-2026

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Calgary

Salary: \$26.41 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3567784

# 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

26.41 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

### 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

## **Experience and specialization**

Computer and technology knowledge

**MS Office** 

### **Additional information**

**Transportation/travel information** 

Public transportation is available

#### Personal suitability

**Flexibility** 

**Organized** 

Team player

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

info@bottledepot.net

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: <a href="mailto:info@bottledepot.net">info@bottledepot.net</a>

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