



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: \$26.43 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 NW
Calgary, 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

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

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
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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 reference letter from your previous employer to the following email: info@bottledepot.net

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)