



Office Administrative Assistant

Posted by Olu

Posting Date : 20-Mar-2025

Closing Date : 16-Sep-2025

Location : Calgary

Salary : \$35.40 Per Hour

Job Requirements

- **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
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1493486

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

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

Posted on Disabled job Portal