



## **OFFICE ASSISTANT (NOC-14100)**

**Posted by 1680213 ALBERTA LTD. O/A BEDDINGTON TRAIL ANIMAL HOSPITAL**

**Posting Date :** 17-Jun-2025

**Closing Date :** 14-Dec-2025

**Location :** Calgary

**Salary :** \$\$36.00 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4701917

### **Job Description:**

**TITLE:** OFFICE ASSISTANT (NOC-14100)

**EMPLOYER:** 1680213 ALBERTA LTD. O/A BEDDINGTON TRAIL ANIMAL HOSPITAL

## Job details

#1 176 BEDFORD DR.NE  
Calgary, AB  
T3K 2M9

On site

36.00 hourly / 35 to 40 hours per week

Permanent employment

Full time, Students and Part timers are also welcomed

Day, Shift, Weekend

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

Clinic

Animal hospital

## Responsibilities

### Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures

## Additional information

### Personal suitability

- Flexibility
- Organized

### 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

[beddingtontrailvet@gmail.com](mailto:beddingtontrailvet@gmail.com)

**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: [beddingtontrailvet@gmail.com](mailto:beddingtontrailvet@gmail.com)**

**Posted on Disabled job Portal**