



Office Administrative Assistant

Posted by Olu

Posting Date : 24-Jun-2025

Closing Date : 21-Dec-2025

Location : Airdrie

Salary : \$35.40 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2012974

Job Description:

Airdrie - Office Administrative Assistant

Pending Moderator Approval

Various locations:

328 1 Ave NW

Airdrie, , AB

T4B 0C4

Calgary, , AB

T2P 1H2

Workplace information:

On site

Salary:

35.40 hourly / 32 to 40 hours per week

Terms of employment:

Permanent employment

Full time, Day, Evening, To be determined, Weekend

Starts: As soon as possible

vacancie: 1

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

Coordinate the flow of information within the team

Direct and control daily operations

Open and distribute mail and other materials

Schedule and confirm appointments

Manage contracts

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

Positive attitude

Efficiency

How to apply:

Direct Apply

By Direct Apply

By email:

seunajayi02@yahoo.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: seunajayi02@yahoo.com

Posted on Disabled job Portal