



Administrative Assistant (NOC 13110)

Posted by NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN

Posting Date : 23-Jan-2026

Closing Date : 22-Jul-2026

Location : Calgary

Salary : \$36 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1792337

Job Description:

Overview

Job details

Employer: KIDS R FUN LTD / Kidz Planet Childcare Center

Location 1105 7 Ave SW Calgary, AB, T2P 1B2

Work location On site

Salary

36.00 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Day

Starts as soon as possible

Vacancies 1 vacancy

Languages

English

Education

**Secondary (high) school graduation certificate
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.

Work setting

Willing to relocate

Education

Day care centre or nursery school

Responsibilities

Tasks

Establish and implement policies and procedures

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

Oversee payroll administration

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Perform data entry

Recruit and hire workers and carry out related staffing actions

Experience and specialization

Computer and technology knowledge

MS Excel

Electronic scheduler

Database software

MS Office

Additional information

Personal suitability

Ability to multitask

Organized

Team player

How to apply

By email

elkholynasser@yahoo.ca

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: elkholynasser@yahoo.ca

Posted on Disabled job Portal