



# ADMINISTRATIVE ASSISTANT (NOC-13110)

Posted by 665701 ALBERTA LTD. O/A BOWRIDGE BOTTLE DEPOT

**Posting Date :** 06-Oct-2025

**Closing Date :** 04-Apr-2026

**Location :** Calgary

**Salary :** \$26.43 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:** ABOJ3827173

## 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

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### Education

Secondary (high) school graduation certificate

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### Experience

1 year to less than 2 years

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### On site

Work must be completed at the physical location. There is no option to work remotely.

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### Work setting

Urban area

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## 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

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## Additional information

### Transportation/travel information

Public transportation is available

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### Personal suitability

Flexibility  
Organized  
Team player  
Reliability

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### 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@bottledpot.net](mailto:info@bottledpot.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@bottledpot.net](mailto:info@bottledpot.net)

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