

OFFICE ASSISTANT (NOC-14100)

Posted By: 1680213 ALBERTA LTD. O/A BEDDINGTON
TRAIL ANIMAL HOSPITAL

Location: Calgary

Salary: \$\$36.00 Per Hour

JOB ID : RJ6845686

Posting Date : 17-Jun-2025

Expiry date : 14-Dec-2025

Education : Secondary (high) school graduation certificate

Language : ENGLISH

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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

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

Posted on refugeejobportal.com