



# ADMINISTRATIVE ASSISTANT (NOC-13110)

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

**Location: Calgary**

**Salary: \$26.43 Per Hour**

**Job ID:** YJ2232389

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

**Expiry Date:** 04-Apr-2026

**Education:** Secondary (high) school graduation certificate

**Language:** ENGLISH

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## 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@bottledepot.net](mailto:info@bottledepot.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@bottledepot.net](mailto:info@bottledepot.net)**

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