



Administrative Assistant (NOC 13110)

Posted by: NASSER ELKHOLY ENTERPRISES INC / KIDS R FUN

Location: Calgary

Salary: \$36 Per Hour

Job Details

Job ID

NCJ2918647

Posting Date : 23-Jan-2026

Expiry Date : 22-Jul-2026

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

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

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