administrative assistant

Superior Roofing

Job ID
10722

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LOCATION	DATE POSTED	EXPIRY DATE	
Calgary, AB| Alberta	08-09-2026	07-03-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 37.70	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job posting advertised

administrative assistant Verified

Posted on September 07, 2026 by Employer detailsSuperior Roofing

Job details

LocationCalgary, AB

T2G 3Z5

Work locationOn site

Salary

37.70 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Evening, Shift, Day

Starts as soon as possible

vacancies2 vacancies

SourceJob Bank #3666238

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

Construction

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Experience and specialization

Computer and technology knowledge

MS Office

Electronic mail

Area of specialization

Correspondence

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Accurate

Client focus

Time management

Quick learner

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities
Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply
Direct Apply
By Direct Apply

Additional ways to apply
Advertised until
2026-09-28

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