



Unit 218-222 - 11929 40th Street SE  
Calgary, AB, T2Z 4M8

Email: [careers@stormkiosks.com](mailto:careers@stormkiosks.com)

<b>Job Title</b>	Office Assistant
<b>Location</b>	Calgary, AB
<b>Position type</b>	Full Time - 40 hours per week
<b>Wage/Salary</b>	Market rates
<b>Duties</b>	<ul style="list-style-type: none"><li>• Bookkeeping</li><li>• Accounts Payable &amp; Receivable</li><li>• Booking Flights, Hotels and other travel arrangements</li><li>• Ordering parts from vendors</li><li>• Scheduling freight &amp; shipping</li><li>• Maintaining client/vendor relationships</li><li>• Answering phone calls</li><li>• Assisting with client onboarding process</li><li>• Scheduling meetings</li><li>• Other duties as required</li></ul>
<b>Must have</b>	<ul style="list-style-type: none"><li>• Fluent written/spoken English</li><li>• Ability to think logically with strong attention to detail</li><li>• Problem solving skills</li><li>• Ability to learn and work as a team</li><li>• Previous experience in a similar role</li></ul>
<b>Nice to have</b>	<ul style="list-style-type: none"><li>• Bilingual English/French would be an asset</li></ul>
<b>How to apply</b>	<p>Please apply online only: <a href="https://forms.gle/rP9PXeutshYRpRew6">https://forms.gle/rP9PXeutshYRpRew6</a></p> <p>Applications <b>must</b> include:</p> <ul style="list-style-type: none"><li>• Cover letter</li><li>• Current resume</li><li>• Salary expectations</li><li>• The position you are applying for</li></ul>