



It's a fantastic time to join AGA Academy as we expand our program offerings in Calgary.

We are seeking an experienced **Administrative Assistant** to join our team and collaborate with the President/CEO on day-to-day operations. The ideal applicant will share our passion for excellence in teaching and learning and providing students with the advantage of outstanding experiential learning in a supportive, learning-focused academic environment.

We're looking for someone who has:

- Expert knowledge in Microsoft Office
- Strong presentation skills
- Strong Communication Skills
- Is a team player
- Can work a flexible schedule

AGA Academy attracts both employees and students who exhibit innovation, courage, inclusion, integrity, and passion. If this resonates with you maybe you are the right person to join our team!

What we offer:

- As a member of the AGA Academy team, you can expect to be treated with dignity and respect, to be challenged with your work and to have the support you need to succeed.
- We offer a competitive compensation package.
- AGA Academy welcomes and encourages applications from people with disabilities, accommodations are available upon request to allow candidates to take part in all aspects of the selection process.

AGA Academy is a new learning institution in Calgary, with amazing opportunities for growth. Please apply today by emailing Abby Villanueva, President and CEO at a.villanueva@aga-academy.ca