

Office Administrator

Posted By: JTG Trucking

Location: Calgary

Salary: \$35.50 Per Hour

JOB ID : RJ2271595

Posting Date : 09-Dec-2024

Expiry date : 07-Jun-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Oversee and co-ordinate office administrative procedures

Computer and technology knowledge

- Electronic mail
- MS Office

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: jobs.jtgtrucking@gmail.com

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