

Office Administrator

Posted By: COUNTRY HILLS MECHANIC SHOP

Location: Calgary

Salary: \$36 Per Hour

JOB ID : RJ5636519

Posting Date : 28-Jul-2025

Expiry date : 24-Jan-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Office Administrator

Country Hills Mechanic Shop

Job Details

Work Location: 12318 Barlow Trail NE Suite 135, Calgary, AB, T3N 2A9

Type: Permanent Employment/Full-time

Time: Day, Evening, Morning

Vacancy: 1

Wage Rate: 36.00 hourly/ 30 to 40 hours per week

Starting Date: As soon as possible

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Organized
- Reliability
- Time management

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

By email

countryhillsmechanicshop@gmail.com

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: countryhillsmechanicshop@gmail.com

Posted on refugeejobportal.com