

# **Office Administrator**

Posted by: COUNTRY HILLS MECHANIC SHOP

Posting date: 28-Jul-2025 Closing date: 24-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$36 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4993029

# 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 refrence letter from your previous employer to the following email: countryhillsmechanicshop@gmail.com

# Posted on canadianjobportal.com