



Administration Officer

Posted by: Savvy Oliver Group Inc

Posting date: 30-Sep-2025 **Closing date:** 29-Mar-2026

Education: College diploma required. Preference with college diploma in business or public administration.

Language: English

Job location: Calgary

Salary: \$36.00 Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3210919

Job description:

Administration Officer (NOC: 13100)

Number of Positions Available: 1

Term of Employment: Permanent Position, 35 - 40 hours per week – Overtime Available

Location of Work: Calgary, AB

Wage: \$36.00 per Hour

Language Requirements: English

Responsibilities

- Review, evaluate and implement new administrative procedures
- Delegate work to office support staff
- 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
- Oversee and co-ordinate office administrative procedures

Requirements:

- College diploma required. Preference with college diploma in business or public administration.
- 3-5 years related experiences

Email Resume and Cover Letter to: hlc.job.ca@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: hlc.job.ca@gmail.com

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