

office administrator (13100)

ABS Truck and Trailers Parts Ltd.

Job ID
46191

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 2, 5150 76 Avenue SE Calgary, AB T2C 2X2, Calgary, AB Alberta	04-04-2025	26-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$29.50 hourly / 35 hours per Week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Unit 2, 5150 76 Avenue SE Calgary, AB
T2C 2X2

Salary

29.50 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

Responsibilities

Tasks

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

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

Experience and specialization

Computer and technology knowledge

MS Excel

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Organized

Reliability

How to apply

By email

abstruckparts@gmail.com