

Office Administrator

Everett Group Inc

Job ID
51431

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LOCATION	DATE POSTED	EXPIRY DATE	
Calgary, AB, T3N 1B7, Calgary, AB Alberta	17-09-2026	16-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.60	No Experience	No degree, certificate or diploma

Job Details

Employer Information:

Company name- Everett Group Inc

Business Address- Calgary, AB

T3N 1B7

Position Description:

Permanent Position: Office Administrator

No. of Vacancies: 1

Terms of Employment: Permanent Employment-Full Time

Anticipated Start date: As soon as possible

Salary and Benefits: 36.60 hourly / 35 hours per week

Wage rate: Job Requirements:

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 7 months to less than 1 year

Language: English

Tasks

Implement new administrative procedures

Review and evaluate 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

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

How to apply:

By email: everettgroup@outlook.com