



Office Administrator

Posted by COUNTRY HILLS MECHANIC SHOP

Posting Date : 28-Jul-2025

Closing Date : 24-Jan-2026

Location : Calgary

Salary : \$36 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7626461

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 Disabled job Portal