



Office Administrator (NOC-13100)

Posted by Arrow drywall inc. o/a arrow drywall

Posting Date : 08-Aug-2025

Closing Date : 04-Feb-2026

Location : Calgary

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3541988

Job Description:

TITLE: Office Administrator (NOC-13100)

EMPLOYER: Arrow drywall inc. o/a arrow drywall

Job details

2332 23 ST NE
Calgary, AB
T2E 8N3

On site

36.00 hourly / 35 hours per week

Permanent employment
Full time

Shift, Day, Weekend

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Urban area

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
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
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

Transportation/travel information

Public transportation is available

Personal suitability

Flexibility
Organized

Employment groups



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

By email

arrowdrywall@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: arrowdrywall@gmail.com

Posted on Disabled job Portal