

office administrator (13100)

ABS Truck and Trailers Parts Ltd.

Job ID
46160

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 2, 5150 76 Avenue SE, Calgary,, Calgary, AB Alberta	02-04-2025	23-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 26.54 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
26.54 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