

office administrator (13100)

ABS Truck and Trailers Parts Ltd.

Job ID
46217

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LOCATION	DATE POSTED	EXPIRY DATE	
2010 Sparrow Dr Nisku, AB T9E 8A2, nisku, AB Alberta	09-04-2025	30-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 29.50 hourly / 35 hours per Week	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

office administrator

sABS Truck and Trailers Parts Ltd.

Job details

Location 2010 Sparrow Dr Nisku, AB
T9E 8A2

Workplace information On site

Salary

29.50 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Starts as soon as possible

vacancies 1 vacancy

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

On site

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

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

Oversee and co-ordinate office administrative procedures

Experience and specialization

Computer and technology knowledge

Electronic mail

MS Office

Additional information

Personal suitability

Efficient interpersonal skills

Ability to multitask

How to apply

By email

abstrucking@gmail.com