

office administrator (13100)

ABS Truck and Trailers Parts Ltd.

Job ID
46220

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LOCATION	DATE POSTED	EXPIRY DATE	
6030 125 Ave NW Edmonton, AB T5W 1Z6, Edmonton, 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	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

office administrator

ABS Truck and Trailers Parts Ltd.

Job details

Location 6030 125 Ave NW Edmonton, AB
T5W 1Z6

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

Overview

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

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