Administrative Supervisor

Northeast Registries Sunridge

Job ID
50676

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50676

LOCATION	DATE POSTED	EXPIRY DATE
2766 32 Street NE,, Calgary, AB | Alberta	08-07-2026	04-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.50	1 year to less than 2 years	College/CEGEP

Job Details

Administrative Supervisor

Northeast Registries Sunridge

Job details

Location: 2766 32 Street NE, Calgary, AB

T1Y 6J7

Work location: On site

Salary

36.50 hourly / 37.5 hours per week

Terms of employment

Permanent employment, Full time

Morning, Day

Starts as soon as possible

Benefits: Health benefits

Vacancies: 1 vacancy

Overview

Languages

English

Education

College/CEGEP

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.

Responsibilities

Tasks

Develop specific plans to prioritize
Organize tasks to accomplish the work
Train workers in duties and policies
Prepare and submit reports
Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
Co-ordinate, assign and review work
Requisition or order materials, equipment and supplies
Co-ordinate activities with other work units or departments
Offer mentoring
Consult with clients after sale to provide ongoing support

Supervision
3-4 people

Experience and specialization
Computer and technology knowledge
MS Excel
MS Outlook
MS Word
Database software

Area of work experience
Government health care insurance administration

Additional information
Security and safety
Criminal record check
Work conditions and physical capabilities
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Large caseload

Personal suitability
Efficient interpersonal skills
Excellent oral communication
Judgement
Organized
Team player
Ability to multitask

Benefits
Health benefits
Dental plan

Health care plan

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

Support for youths

Support for Indigenous people

Support for visible minorities

Who can apply for this job?

How to apply

By email

careers@neregistries.com

By mail

2766 32 Street NE

Calgary, AB

T1Y 6J7

What you must include in your application:

Cover letter

Answers to the following screening questions:

Do you have the required certifications listed in the job posting?

What might be required by the employer later in the hiring process:

Proof of the requested certifications

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