Office Administrator

Everett Group Inc

Job ID
51431

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LOCATION	DATE POSTED	EXPIRY DATE
Calgary, AB, T3N 1B7, Calgary, AB | Alberta	17-09-2026	16-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.60	No Experience	No degree, certificate or diploma

Job Details

Employer Information:
Company name- Everett Group Inc
Business Address- Calgary, AB
T3N 1B7
Position Description:
Permanent Position: Office Administrator
No. of Vacancies: 1
Terms of Employment: Permanent Employment-Full Time
Anticipated Start date: As soon as possible
Salary and Benefits: 36.60 hourly / 35 hours per week
Wage rate: Job Requirements:
Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
Experience: 7 months to less than 1 year
Language: English

Tasks
Implement new administrative procedures
Review and evaluate new administrative procedures
Delegate work to office support staff
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
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

How to apply:
By email: everettgroup@outlook.com

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