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Office Administrator

Posted by: JTG Trucking

Posting date: 09-Dec-2024 **Closing date:** 07-Jun-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$35.50 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5097594

Job description:

- 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

Computer and technology knowledge

- Electronic mail
- MS Office