



## Office Administrator

**Posted by:** COUNTRY HILLS MECHANIC SHOP

**Posting date:** 28-Jul-2025      **Closing date:** 24-Jan-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Calgary

**Salary:** \$36 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4993029

Expired

## Job description:

### Office Administrator

Country Hills Mechanic Shop

#### Job Details

**Work Location:** 12318 Barlow Trail NE Suite 135, Calgary, AB, T3N 2A9

**Type:** Permanent Employment/Full-time

**Time:** Day, Evening, Morning

**Vacancy:** 1

**Wage Rate:** 36.00 hourly/ 30 to 40 hours per week

**Starting Date:** As soon as possible

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### On site

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

## Responsibilities

### Tasks

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

## Additional information

### **Work conditions and physical capabilities**

Ability to work independently  
Fast-paced environment  
Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Organized  
Reliability  
Time management

### **Who can apply for this job?**

#### **You can apply if you are:**

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

### **How to apply**

#### **By email**

[countryhillsmechanicshop@gmail.com](mailto:countryhillsmechanicshop@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [countryhillsmechanicshop@gmail.com](mailto:countryhillsmechanicshop@gmail.com)**

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