



# Administration Officer

**Posted by:** Savvy Oliver Group Inc

**Location:** Calgary

**Salary:** \$36.00 Per Hour

**Job ID:** YJ2435591

**Posting Date:** 30-Sep-2025

**Expiry Date:** 29-Mar-2026

**Education:** College diploma required. Preference with college diploma in business or public administration.

**Language:** English

**Vacancies:** 1

**Experience:** 3 years

**Job Type:** Full Time

## Job Description

## **Administration Officer (NOC: 13100)**

**Number of Positions Available:** 1

**Term of Employment:** Permanent Position, 35 - 40 hours per week – Overtime Available

**Location of Work:** Calgary, AB

**Wage:** \$36.00 per Hour

**Language Requirements:** English

### **Responsibilities**

- Review, evaluate and implement 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
- Oversee and co-ordinate office administrative procedures

### **Requirements:**

- College diploma required. Preference with college diploma in business or public administration.
- 3-5 years related experiences

**Email Resume and Cover Letter to: [hlc.job.ca@gmail.com](mailto:hlc.job.ca@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: [hlc.job.ca@gmail.com](mailto:hlc.job.ca@gmail.com)**

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