



# Office Administrator

**Posted by: Cartwheel Transportation Ltd.**

**Location: Calgary**

**Salary: \$36.10 Per Hour**

**Job ID:** YJ2550079

**Posting Date:** 17-Mar-2026

**Expiry Date:** 13-Sep-2026

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

**Language:** English

**Vacancies:** 2

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

**Job Type:** Full Time

## Job Description

Job title: Office Administrator

Employer: Cartwheel Transportation Ltd.

Job Location: Job Location: 9320 52 St SE Calgary, Alberta T2C 2R5

Work location on site

Salary: \$36.10 hourly / 30 to 35 hours per week

Terms of employment Permanent employment Full-time

Start date: Starts as soon as possible

Vacancies: 2 vacancies

Employment groups: Youth, Indigenous people, Newcomers to Canada

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On-site

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

Responsibilities

## Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- 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

- Fast-paced environment
- Work under pressure
- Tight deadlines

## Personal suitability

- Excellent oral communication
- Excellent written communication
- Flexibility
- Reliability

## How to apply

By email

[cartwheeltransportation858@gmail.com](mailto:cartwheeltransportation858@gmail.com)

**Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)**