office services coordinator

D-TOWN DIESEL REPAIR LTD.

Job ID
38625

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LOCATION	DATE POSTED	EXPIRY DATE	
605, 21 Avenue, Nisku, AB| Alberta	11-12-2025	07-12-2026	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 36.00 / hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

office services coordinator

Company: D-TOWN DIESEL REPAIR LTD.

Job details

Location: 605, 21 Avenue Nisku, AB T9E 7Z1

Salary: $36.00 / hour

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

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.

Job Description

Tasks

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

Administer policies and procedures related to the release of records in processing requests under government access to

information and privacy legislation

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

Perform data entry

Oversee and co-ordinate office administrative procedures

Personal suitability: Flexibility, Organized, Ability to multitask, Time management, Team player

How to apply

By email

dtownrepair@gmail.com

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