

administrative officer

Job ID
39473

Employer

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39473>

LOCATION	DATE POSTED	EXPIRY DATE	
Macleod Tr, Calgary, AB Alberta	24-03-2026	20-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.5	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Employer

Position: administrative officer

Wage: \$25.50 Hourly, for 30 to 40 Hours per week

- Job Duties:
- Arrange and co-ordinate seminars, conferences, etc.
 - Plan, develop and implement recruitment strategies
 - Schedule and confirm appointments
 - Answer electronic enquiries
 - Respond to employee questions and complaints
 - Order office supplies and maintain inventory
 - Plan, organize, direct, control and evaluate daily operations

Terms of employment

: Permanent, Full time

Business Location

: Macleod Tr. SW

- Requirements:
- No degree, certificate or diploma
 - Will Train

Language

: English

How to Apply

- By Mail: Macleod Tr. SW

- By Email:

Downloaded from firstnationsjob.com on 01-09-2026