

**Electra Learning Inc.**700 2<sup>nd</sup> Street SW, Suite 2300, Calgary, T2P 2W2

t +403 256 4982 | e info@electralearning.com

[www.electralearning.com](http://www.electralearning.com)

## *Via eMail*

**Office Administrator (Part-Time, Remote-Friendly)**

We're looking for a highly organized, proactive Office Administrator to play a central role in the smooth day-to-day operations of a growing software training company. This is a part-time opportunity (24–32 hours per week, based on your preference) that offers flexibility, autonomy, and meaningful involvement across the business.

Our office is located in downtown Calgary, and while this role is remote-friendly, we prefer candidates based in Calgary or the surrounding area to support occasional local needs and collaboration. Your days will include regular virtual interaction with our team during established working hours, so strong communication and collaboration skills are key.

**Why this role?**

This position is ideal for an experienced administrator who enjoys variety, takes pride in high-quality work, and is seeking improved work-life balance while still making a real impact. You'll be trusted to work independently, use your initiative, and contribute to an expanding business where your work truly matters.

We value commitment, attention to detail, and excellent interpersonal skills—especially a customer-service mindset when supporting both internal teams and external partners.

**What you'll do**

You'll be responsible for a broad range of administrative and operational support, including:

- Managing all aspects of day-to-day office administration
- Providing invoicing and payroll support
- Supporting marketing administration activities
- Monitoring, organizing, and tracking company expenses
- Assisting with cash flow administration
- Administering HR files and the company benefits program
- Supporting team members with time reporting, vacation requests, and expense submissions

Comprehensive training on our systems and processes will be provided to set you up for success.

**What we're looking for****Experience**

- Minimum 2 years' experience in an office administration role, or a combination of relevant education and transferable experience

**Essential skills & knowledge**

- Strong proficiency in Microsoft Excel, including formulas and pivot tables
- Solid working knowledge of Microsoft 365 applications
- Excellent written and verbal communication skills
- Ability to collaborate effectively with cross-functional teams
- Strong problem-solving and critical-thinking ability
- Highly organized, with the ability to plan, prioritize, and execute tasks effectively
- Confident and efficient with advanced computer use

Previous experience in an administrative role is a strong asset.

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**Interview process**

Shortlisted candidates will be asked to demonstrate proficiency in Microsoft 365, along with problem-solving, organizational, and critical-thinking skills.

**How to apply**

To be considered, applicants **must** submit both a resume and a cover letter outlining their interest and fit for the role.