



## **Administrative Officer**

**Posted by West Edmonton Truckland Ltd.**

**Posting Date :** 21-Feb-2025

**Closing Date :** 13-Mar-2025

**Location :** Edmonton

**Salary :** \$32.67 Per Hour

### **Job Requirements**

- **Education:** College or university degree in business or related discipline is required
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ4312283

### **Job Description:**

**Employment conditions:** Morning, Evening, Day; shift work required

**Work Hours:** 35 – 40 hours/week

**Job Duties:**

- 1) Review, evaluate and implement new administrative procedures.
- 2) Delegate work to office support staff.
- 3) Establish work priorities and ensure procedures are followed and deadlines are met.
- 4) 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.
- 5) Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services etc.

**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: [ryeung86@yahoo.com](mailto:ryeung86@yahoo.com)**

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