



Administrative Officer

Posted by Team Sethi

Posting Date : 15-Apr-2025

Closing Date : 12-Oct-2025

Location : Edmonton

Salary : \$35.40 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3513859

Job Description:

Location: 4107 99 Street NW Edmonton, AB T6E 3N4

Salary: \$35.40 hourly

Vacancies: 1

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

Start date: As soon as possible

Employment conditions: Day, Morning, Evening

Job Requirements:

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

Implement new administrative procedures

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

Train staff

Resolve conflict situations

Answer telephone and relay telephone calls and messages

Arrange and co-ordinate seminars, conferences, etc.

Respond to employee questions and complaints

Maintain and manage digital database

Determine and establish office procedures and routines

Coordinate the flow of information within the team

Direct and control daily operations

Supervision

- 3-4 people

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

Repetitive tasks

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Ability to multitask

Time management

Adaptability

Team player

Client focus

Accurate

Accountability

Due diligence

Quick learner

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

How to apply

By email: team.yhsgpt@gmail.com

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: team.yhsgpt@gmail.com

Posted on Disabled job Portal