



Administrative Officer

Posted by West Edmonton Truckland Ltd.

Posting Date : 16-May-2025

Closing Date : 12-Nov-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:** DISJ3607145

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

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