



## Office administrator

Posted by Everest Educational Services Inc

**Posting Date :** 01-Oct-2025

**Closing Date :** 30-Mar-2026

**Location :** Edmonton

**Salary :** \$36.00 hourly / 40 hours per week Per Week

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4142427

### Job Description:

Location: 1803 91ST SW suite 205 Edmonton, AB T6X 0W8

Work location: On site

Salary: 36.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time  
Employment Groups: Support for persons with disabilities,  
Support for newcomers and refugees, Support for youths, Support  
for Veterans, Support for Indigenous people, Support for mature  
workers, Supports for visible minorities.

Employment Condition: Morning, Day

Starts as soon as possible

Vacancies: 1 vacancy

Overview

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

Review and evaluate new administrative procedures

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

Assist in the preparation of operating budget and maintain  
inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals  
and correspondence

Oversee and co-ordinate office administrative procedures

How to apply

By email: [info@everestedu.ca](mailto:info@everestedu.ca)

By mail: 1803 91ST SW suite 205 Edmonton, AB T6X 0W8

Job Location: 1803 91ST SW suite 205Edmonton, AB T6X 0W8

Employer: Everest Educational Services Inc

**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: [info@everestedu.ca](mailto:info@everestedu.ca)**

**Posted on Disabled job Portal**