



## office administrator

Posted by Peekaboo Childcare Centre Beverly

**Posting Date :** 30-Oct-2025

**Closing Date :** 28-Apr-2026

**Location :** Edmonton

**Salary :** \$30.00 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6497143

### Job Description:

#### Experience

1 year to less than 2 years

## 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
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- 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
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration
- Plan and control budget and expenditures

## Experience and specialization

### Computer and technology knowledge

- Quick Books
- Spreadsheet
- Accounting software
- MS Office

## Additional information

### Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

**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: [peekaboochildcare18@gmail.com](mailto:peekaboochildcare18@gmail.com)**

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