



## office administrator

Posted by Peekaboo Childcare Centre Beverly

**Posting Date :** 02-Oct-2025

**Closing Date :** 22-Oct-2025

**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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