



administrative officer

Posted by ERA GRANITE LTD.

Posting Date : 05-Mar-2026

Closing Date : 01-Sep-2026

Location : Edmonton

Salary : \$36.00 hourly / 35 hours per week Per Week

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5062586

Job Description:

Location: 6636 – 50th Street NW Edmonton, AB T6B 2N7

Work location: On site

Salary: 36.00 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Shift, Morning, Day, Weekend

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.

Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages: English

Education: College/CEGEP

Experience: 3 years to less than 5 years

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

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Monitor and evaluate

Plan and control budget and expenditures

How to apply

Direct Apply: By Direct Apply

Additional ways to apply

By email: simran@eragranite.ca

By mail: 6636 – 50th Street NW Edmonton, AB T6B 2N7

Job Location: 6636 – 50th Street NW Edmonton, AB T6B 2N7

Employer: ERA GRANITE LTD.

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: simran@eragranite.ca

Posted on Disabled job Portal