

office administrator (13100)

Whyte Ave Landscape Supplies Ltd

Job ID
45876

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/45876>

LOCATION	DATE POSTED	EXPIRY DATE	
4905 72 Avenue Northwest Edmonton, AB T6B 2M6, Edmonton, AB Alberta	05-03-2025	23-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 29.50 hourly / 30 to 40 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location 4905 72 Avenue Northwest Edmonton, AB
T6B 2M6

Salary
29.50 hourly / 30 to 40 hours per Week

Terms of employment
Permanent employment
Full time
Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Responsibilities
Tasks
Review, evaluate and implement 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

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

Oversee and co-ordinate office administrative procedures

Oversee payroll administration

Experience and specialization

Computer and technology knowledge

Quick Books

MS Office

Additional information

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Large workload

Personal suitability

Flexibility

Organized

Reliability

Time management

Team player

How to apply

By email

sales@whyteavelandscaping.ca