

Office administrator (13100)

Whiterock Ventures Inc

Job ID
46005

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LOCATION	DATE POSTED	EXPIRY DATE	
2235 76 Ave NW Edmonton, AB T6P 1P6, Edmonton, AB Alberta	15-03-2025	05-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 35.40 hourly / 35 hours per Week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Company name: Whiterock Ventures Inc

Position: Office Administrator (NOC 13100)

Vacancy:1

Wage: \$35.40 hourly / 35 hours per week

Terms of employment: Permanent employment ,Full time ,Day

Business and work location: 2235 76 Ave NW Edmonton, AB T6P 1P6

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 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

Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
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

Experience and specialization
Computer and technology knowledge
MS Excel
MS Office

Additional information
Work conditions and physical capabilities
Fast-paced environment
Attention to detail

Personal suitability
Flexibility
Organized
Reliability

How to apply
By email
sales@whiterockventures.ca