Administrative Service Coordinator

Satt Associates Inc.

Job ID
49099

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LOCATION	DATE POSTED	EXPIRY DATE
3132 Parsons Road NW suite 206, Edmonton, AB | Alberta	18-02-2026	13-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 hourly	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Administrative Service Coordinator

Satt Associates Inc.

Job details

3132 Parsons Road NW suite 206

Edmonton, AB

T6N 1L6

Salary

36.00 hourly / 30 hours per Week

Terms of employment

Permanent employment, Full time

Starts as soon as possible

Vacancies 1 vacancy

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 Years

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

• Implement 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
• Assemble data and prepare periodic and special reports, manuals and correspondence
• Oversee and co-ordinate office administrative procedures

Other benefits

• Free parking available
• On-site amenities

Who can apply to this job?

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply

By email

sattassociates@hotmail.com

By mail

3132 Parsons Road NW suite 206 Edmonton, ABT6N 1L6

What you must include in your application:

• Cover letter

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