administrative assistant

Admin

Job ID
50740

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LOCATION	DATE POSTED	EXPIRY DATE
9131 39 Avenue Northwest, Edmonton, AB | Alberta	13-07-2026	09-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $18.65/hr	No Experience	No degree, certificate or diploma

Job Details

Review, evaluate and implement 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, Oversee and co-ordinate office administrative procedures

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