

Administration Officer

Posted By: Blue Rock Transportation (11116584 Canada Inc.)

Location: Edmonton

Salary: \$30.00 Per Hour

JOB ID : RJ5894361

Posting Date : 22-May-2024

Expiry date : 18-Nov-2024

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Job details

1020 151 AVE NW
Edmonton, AB
T5Y 4C8

On site

30.00 hourly / 32 to 40 hours per Week

Permanent employment

Full time

Day, Overtime, To be determined

Starts as soon as possible

1 vacancy

Overview

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

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Perform data entry

Monitor and evaluate

Document and prepare invoices and work orders

Pre-flight documentation

Additional information

Work conditions and physical capabilities

Attention to detail

Personal suitability

Efficient interpersonal skills

Organized

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: transportbluerock@gmail.com

Posted on refugeejobportal.com