

# 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

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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](mailto:transportbluerock@gmail.com)

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