

### **Administration Officer**

Posted By: Comfort Home Solutions Inc.

**Location: Edmonton** 

Salary: \$36.00 Per Hour

JOB ID: RJ4188879

Posting Date: 30-Sep-2025

Expiry date: 29-Mar-2026

Education: College diploma required. Preference with college diploma in business or public

administration.

Language: English

Vacancies: 1

Years of Experience: 3 years

Job Type: Full Time

## **Job Description**

**Number of Positions Available:** 1

Term of Employment: Permanent Position, 35 - 40 hours per week – Overtime Available

Location of Work: Edmonton, AB

Wage: \$36.00 per Hour

Language Requirements: English

#### Responsibilities

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

#### Requirements:

- College diploma required. Preference with college diploma in business or public administration.

3-5 years related experiences

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: angelzhong10@yahoo.com

# Posted on refugeejobportal.com