



# Administration Officer

Posted by Yougood Education Ltd.

**Posting Date : 30-Sep-2025**

**Closing Date : 29-Mar-2026**

**Location : Edmonton**

**Salary : \$36.00 Per Hour**

## Job Requirements

- **Education:** College diploma required. Preference with college diploma in business or public administratio
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2583630

## Job Description:

**Administration Officer (NOC: 13100)**

**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 service
- 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 reference letter from your previous employer to the following email: [yougood.edu@gmail.com](mailto:yougood.edu@gmail.com)

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