

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 TimeJob 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 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: yougood.edu@gmail.com

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