

# Administrative Officer

**Posted By: Team Sethi**

**Location:** Edmonton

**Salary:** \$35.40 Per Hour

**JOB ID :** RJ5646672

**Posting Date :** 15-Apr-2025

**Expiry date :** 12-Oct-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** Fresher (less than 1 year)

**Job Type :** Full Time

## Job Description

Location: 4107 99 Street NW Edmonton, AB T6E 3N4

Salary: \$35.40 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Morning, Evening

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

**On site: Work must be completed at the physical location. There is no option to work remotely.**

**Responsibilities**

**Tasks**

Implement new administrative procedures

Review and evaluate 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  
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation  
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services  
Assist in the preparation of operating budget and maintain inventory and budgetary controls  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Train staff  
Resolve conflict situations  
Answer telephone and relay telephone calls and messages  
Arrange and co-ordinate seminars, conferences, etc.  
Respond to employee questions and complaints  
Maintain and manage digital database  
Determine and establish office procedures and routines  
Coordinate the flow of information within the team  
Direct and control daily operations

### **Supervision**

- 3-4 people

### **Additional information**

#### **Work conditions and physical capabilities**

Ability to work independently  
Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Large workload  
Repetitive tasks

#### **Personal suitability**

Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Organized  
Ability to multitask  
Time management  
Adaptability  
Team player  
Client focus  
Accurate  
Accountability  
Due diligence  
Quick learner

#### **Employment groups**

**This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:**

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

#### **How to apply**

**By email:** team.yhsgpt@gmail.com

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: [team.yhsgpt@gmail.com](mailto:team.yhsgpt@gmail.com)

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