

administrative officer

Callingwood Registries

Job ID
51047

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LOCATION	DATE POSTED	EXPIRY DATE	
6655 178 St NW suite 230,, Edmonton, AB Alberta	11-08-2026	07-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.50 hourly / 30 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Administrative Officer
Callingwood Registries

Job details

Location: 6655 178 St NW suite 230, Edmonton, AB T5T 4J5

Work location: On site

Salary: 37.50 hourly / 30 hours per week

Terms of employment: Permanent employment, Full time

Starts: as soon as possible

vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Attention to detail

Personal suitability

Efficient interpersonal skills

Flexibility

Reliability

Team player

Employment groups

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

Support for newcomers and refugees

Support for youths

Support for Indigenous people

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

jobs.callingwoodregistry@yahoo.com