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## Office Administrator (NOC 13100)

**Posted by:** DCA Printing Inc.

**Posting date:** 04-Sep-2024      **Closing date:** 03-Mar-2025

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

**Language:** English

**Job location:** Grande Prairie

**Salary:** \$31.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ5011931

## Job description:

**Job Title:** Office Administrator (NOC 13100)

**Company Name:** DCA Printing Inc.

**Work Location:** 9922-113 Avenue, Grande Prairie, Alberta, T8V 1W7, Canada

**Salary:** \$31.50 / hour with 10 Days of Paid Vacation

**Number of Positions:** 1 Vacancy

**Employment Groups:** Indigenous people, Persons with disabilities, Newcomers to Canada, Visible minorities, Youth, Refugees

**Terms of Employment:** Permanent, Full time: 30-35 hours/week

**Start date:** As soon as possible

**Job Duties:**

- Review and evaluate new administrative procedures

- 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Plan and control budget and expenditures

**Job requirements:**

Languages: English

Experience/Qualifications:

Secondary (high) school graduation certificate

1-2 years of related work experience

**Work Conditions and Physical Capabilities:**

Ability to work independently, Fast-paced environment, Work under pressure, Attention to detail

**Personal Suitability:**

Excellent oral communication, Excellent written communication, Organized, Ability to multitask, Time management, Team player

**How to apply**

By email: [info@dcaprinting.com](mailto:info@dcaprinting.com)

*Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer may not consider your job application.*