



office administrator

Posted by: Peekaboo Childcare Centre Beverly

Location: Edmonton

Salary: \$30.00 Per Hour

Job Details

Job ID

NCJ5351766

Posting Date : 30-Oct-2025

Expiry Date : 28-Apr-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

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

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- 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
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration
- Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

- Quick Books
- Spreadsheet
- Accounting software
- MS Office

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

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: peekaboochildcare18@gmail.com

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