



---

# administrative officer

**Posted by:** ERA GRANITE LTD.

**Location:** Edmonton

**Salary:** \$36.00 hourly / 35 hours per week Per Week

---

## Job Details

---

**Job ID**

NCJ5641564

---

**Posting Date :** 05-Mar-2026

---

**Expiry Date :** 01-Sep-2026

---

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

---

**Language :** English

---

**Vacancies :** 1

---

**Years of Experience :** 2 years

---

**Job Type :** Full Time

---

## Job Description

---

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: [simran@eragranite.ca](mailto:simran@eragranite.ca)

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**