



## Administrative Officer

**Posted by:** AMJ Professional Tax and Accounting Services Corp

**Posting date:** 15-May-2024      **Closing date:** 11-Nov-2024

**Education:** Secondary school completion (high school)

**Language:** English

**Job location:** Moncton

**Salary:** \$25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ5308015

Expired

## Job description:

Review, evaluate and implement 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

Oversee and co-ordinate office administrative procedures

\*This is a full-time permanent position and we are offering a minimum 35 hours/week

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: [amjmonctonhr@gmail.com](mailto:amjmonctonhr@gmail.com)

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