



Administrative officer

Posted by: PARHAR CUSTODIAL SERVICES

Posting date: 16-Apr-2024 **Closing date:** 13-Oct-2024

Education: College/CEGEP

Language: English

Job location: Taber

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ3325048

Expired

Job description:

Administrative officer

Job details

Taber, AB
T1G 1E3

30.00 hourly / 32 hours per Week

Permanent employment

Full time

Day, Early Morning, Evening, Morning

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

Responsibilities

Tasks

Implement new administrative procedures

Review and evaluate new administrative procedures

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

Perform data entry

Plan and control budget and expenditures

How to apply

By email

parharcustodial@gmx.com

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: parharcustodial@gmx.com

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