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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: CAJ6429038

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

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.