



## Project administration officer

**Posted by:** Keysoft Technologies Inc.

**Posting date:** 05-May-2025      **Closing date:** 25-May-2025

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

**Language:** English

**Job location:** Calgary

**Salary:** \$\$28.85/hour Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5143525

Expired

## Job description:

**Title:** Project administration officer

**Employer:** Keysoft Technologies Inc.

1925 18th Avenue NE, Suite 115, Calgary, T2E 7T8

**Wages:** \$28.85/hour

**Vacancies:** 1 vacancy

**Joining:** As soon as possible

**Employment type:** Permanent employment, Full time  
35 to 40 hour/week

**Employment conditions:** Morning, Day

**Overview**

**Languages**

English

**Education**

Completion of secondary school is required.

**Experience**

2 years to less than 3 years

**Work setting**

- Private sector

**Responsibilities**

**Tasks**

- Review, evaluate and implement 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
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- 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

**Experience and specialization**

**Computer and technology knowledge**

- Spreadsheet
- MS Excel

- MS Office
- MS Outlook
- Project management software

### Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

### HOW TO APPLY

#### By email

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

#### The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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

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