



Project administration officer

Posted by: Keysoft Technologies Inc.

Posting date: 26-May-2025 **Closing date:** 15-Jun-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: CAJ2439134

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

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

Posted on canadianjobportal.com