



office administrator

Posted by: Peekaboo Childcare Centre Beverly

Posting date: 30-Oct-2025 **Closing date:** 28-Apr-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$30.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3149748

Job description:

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Review and evaluate new administrative procedures
Delegate work to office support staff
Establish work priorities and ensure procedures are followed and deadlines are met
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
Oversee and co-ordinate office administrative procedures
Oversee payroll administration
Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

Quick Books
Spreadsheet
Accounting software
MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Attention to detail

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: peekaboochildcare18@gmail.com

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