



## **administrative officer**

**Posted by:** ERA GRANITE LTD.

**Posting date:** 05-Mar-2026      **Closing date:** 01-Sep-2026

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

**Language:** English

**Job location:** Edmonton

**Salary:** \$36.00 hourly / 35 hours per week Per Week

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7330438

## **Job description:**

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: [simran@eragranite.ca](mailto:simran@eragranite.ca)

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