



## Administration Officer

Posted by **Comfort Home Solutions Inc.**

**Posting Date :** 30-Sep-2025

**Closing Date :** 29-Mar-2026

**Location :** Edmonton

**Salary :** \$36.00 Per Hour

### Job Requirements

- **Education:** College diploma required. Preference with college diploma in business or public administration.
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5681896

### Job Description:

**Number of Positions Available:** 1

**Term of Employment:** Permanent Position, 35 - 40 hours per week – Overtime Available

**Location of Work:** Edmonton, AB

**Wage:** \$36.00 per Hour

**Language Requirements:** English

### **Responsibilities**

- 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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Oversee and co-ordinate office administrative procedures

### **Requirements:**

- College diploma required. Preference with college diploma in business or public administration.

- 3-5 years related experiences

**Business Location:** 10454A Mayfield Road NW Edmonton AB T5P 4P4

**Email Resume and Cover Letter to:** angelzhong10@yahoo.com

**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:** [angelzhong10@yahoo.com](mailto:angelzhong10@yahoo.com)

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