



## **administrative officer**

**Posted by ERA GRANITE LTD.**

**Posting Date :** 05-Mar-2026

**Closing Date :** 01-Sep-2026

**Location :** Edmonton

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

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5062586

### **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)

**Posted on Disabled job Portal**