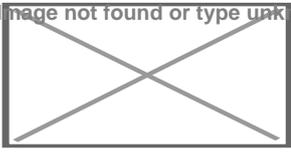


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# Administrative Officer

**Posted by:** ERA GRANITE LTD.

**Location:** Edmonton

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

**Job ID:** YJ3562529

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

**Expiry Date:** 01-Sep-2026

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

**Language:** English

**Vacancies:** 1

**Experience:** 2 years

**Job Type:** Full Time

## 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 [canadianyouthjobs.com](http://canadianyouthjobs.com)