



# Administration Officer

**Posted by: Comfort Home Solutions Inc.**

**Location: Edmonton**

**Salary: \$36.00 Per Hour**

**Job ID:** YJ3698368

**Posting Date:** 30-Mar-2026

**Expiry Date:** 19-Apr-2026

**Education:** College diploma required. Preference with college diploma in business or public administration.

**Language:** English

**Vacancies:** 1

**Experience:** 3 years

**Job Type:** Full Time

## 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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