



## office administrator

**Posted by:** Peekaboo Childcare Centre Beverly

**Posting date:** 30-Oct-2025      **Closing date:** 28-Apr-2026

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

**Language:** English

**Job location:** Edmonton

**Salary:** \$30.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3149748

## Job description:

### Experience

1 year to less than 2 years

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

Review and evaluate new administrative procedures  
Delegate work to office support staff  
Establish work priorities and ensure procedures are followed and deadlines are met  
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services  
Assist in the preparation of operating budget and maintain inventory and budgetary controls  
Oversee and co-ordinate office administrative procedures  
Oversee payroll administration  
Plan and control budget and expenditures

## **Experience and specialization**

### **Computer and technology knowledge**

Quick Books  
Spreadsheet  
Accounting software  
MS Office

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment  
Work under pressure  
Attention to detail

**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: [peekaboochildcare18@gmail.com](mailto:peekaboochildcare18@gmail.com)**

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