

Office administrator

Jai Homes Ltd.

Job ID

38618

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/38618>

LOCATION	DATE POSTED	EXPIRY DATE	
8810 - 51 Avenue NW, Edmonton, AB Alberta	10-12-2025	06-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 / hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Office administrator
Company: Jai Homes Ltd.

Job details
Location: 8810 - 51 Avenue NW Edmonton, AB T6E 5E8
Salary: \$36.00 / hour
Vacancies: 1 vacancy
Terms of employment: Permanent employment, Full time 30 to 40 hours / week
Start date: As soon as possible

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 to less than 7 months

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

Job Description

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
Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Oversee and co-ordinate office administrative procedures

How to apply

By email

resumesjaihomesltd@gmail.com

Downloaded from firstnationsjob.com on 15-07-2026