Office administrator

Jai Homes Ltd.

Job ID
38618

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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

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