

Administrative Manager

Seabird Immigration Consultancy Inc

Job ID

39675

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LOCATION	DATE POSTED	EXPIRY DATE	
Unit 5 1004 Parsons Rd SW, Edmonton, AB Alberta	14-04-2026	11-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 54.00	1 year to less than 2 years	Bachelor's degree

Job Details

Location: Unit 5 1004 Parsons Rd SW, Edmonton, AB, T6X 0J4

Work location: On site

Salary: 54.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment

Full time: Day

Starts as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Bachelor's degree

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.

Job Description

Tasks: Co-ordinate administrative services, Evaluate the operations of a department providing administrative services, Manage the operations of a department providing a single administrative service, Collect and record administrative and service fees, assist in preparing annual budgets, Plan organize, direct, control and evaluate daily operations, Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services, Plan, administer and control budgets for client projects, contracts, equipment and supplies, Prepare reports and briefs for management committees evaluating administrative services, Assist in the planning and execution of financial statement audits

Computer and technology knowledge: MS Office, Quick Books, MS Excel, MS Word, Google Drive

Work conditions and physical capabilities: Work under pressure, Tight deadlines, Attention to detail

Personal suitability: Accurate, Efficient interpersonal skills, Organized

Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities

Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees

Support for youths: Participates in a government or community program or initiative that supports youth employment, provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans: Participates in a government or community program or initiative that supports Veterans, offers flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually increasing hours and responsibilities, etc.)

Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities, participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

resume@seabirdimmigration.ca

By mail

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