Office Administrator

CANTRUST INSURANCE BROKERS LTD

Job ID
40436

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LOCATION	DATE POSTED	EXPIRY DATE
Unit 4, 2580-8882 170 ST NW,, Edmonton, AB| Alberta	24-06-2026	21-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50 hourly	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job title: Office Administrator

Employer name: CANTRUST INSURANCE BROKERS LTD

Job location: Unit 4, 2580-8882 170 ST NW, Edmonton, AB T5T 4M2

Salary: 37.50 hourly / 35 hours per week

Terms of employment: Permanent employment Full time

Schedule: Morning, Day, Weekend

Start date: as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

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.

Tasks

Implement new administrative procedures

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

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

Work conditions and physical capabilities:

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability:

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask

Time management

Adaptability

Integrity

Team player

How to apply

By email: info@cantrustinsurance.ca

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