

ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/office-administrator-13100/>

Office Administrator

Description

Administrative officers oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and coordinate acquisition of administrative services such as office space, supplies and security services. They are employed throughout the public and private sectors. Administrative officers who are supervisors are included in this unit group.

Responsibilities

Job duties

Here are some of the main activities and tasks that Administrative officers have to perform, and some of the physical demands they involve:

- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Coordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
- Assist in preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- May supervise records management technicians and related staff.

Workplaces and employers

Here are the typical workplaces where Administrative officers are employed and some of their main characteristics:

- Establishments throughout the private and public sector

Related job titles

Here are some other related job titles that are found in the same occupational category (NOC 13100), and a list of similar occupations:

- access to information and privacy officer
- administrative officer

Hiring organization

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

My Radio

Job Location

Wetaskiwin, Alberta, Canada

Working Hours

9 AM TO 5 PM

Base Salary

\$ 21/hr - \$ 25/hr

Date posted

February 10, 2025

Valid through

31.03.2025

- administrative services coordinator
- forms management officer
- office administrator
- office manager
- office services coordinator
- planning officer
- records analyst – access to information
- surplus assets officer
- university admissions officer

Qualifications

Employment requirements

This is what you typically need for the job.

- Completion of secondary school is required.
- A university degree or college diploma in business or public administration may be required.
- Experience in a senior clerical or executive secretarial position related to office administration is usually required.
- Project management certification may be required by some employers.