










JOB POSTING ADVERTISED

Office/Store administrator

Posted on November 18, 2024 by [Eko Afro Carribbean Foods Inc](#)

Job details

-  Edmonton, AB
T6N 1L6
 -  On site
 -  \$ 36.00 hourly / 35 hours per Week
 -  Permanent employment
Full time
 -  Shift
 -  Starts as soon as possible
 -  1 vacancy
- Job Bank #3157246

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Responsibilities

Tasks

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- 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
- Plan and control budget and expenditures

Additional information

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Excellent oral communication
- Team player



Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By Direct Apply

By email

ekoyeg@hotmail.com

Advertised until

2025-01-12
