

Expired



Office Manager

Posted by P Gat Trucking Inc.

Posting Date : 16-Feb-2025

Closing Date : 15-Aug-2025

Location : Nisku

Salary : \$\$29.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6999397

Job Description:

Office Manager

By P Gat Trucking Inc.

Job details

Nisku, AB
T9E 7N5

On site

29.50 hourly / 35 hours per Week

Permanent employment
Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Overview

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.

Responsibilities

Tasks

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- 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
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Oversee payroll administration

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

- MS Office
- MS Outlook
- MS PowerPoint
- MS Word

Additional information

Work conditions and physical capabilities

- Work under pressure
- Attention to detail

Personal suitability

- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management

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

By email

pgatrucking@yahoo.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: pgatrucking@yahoo.com

Posted on Disabled job Portal