

## Office manager

**Posted by Tiny Hoppers Gateway** 

Posting Date: 12-Dec-2025

Closing Date: 01-Jan-2026

**Location**: Edmonton

Salary: \$36 Per Hour

## **Job Requirements**

• Education: Secondary (high) school graduation certificate

• Language: English

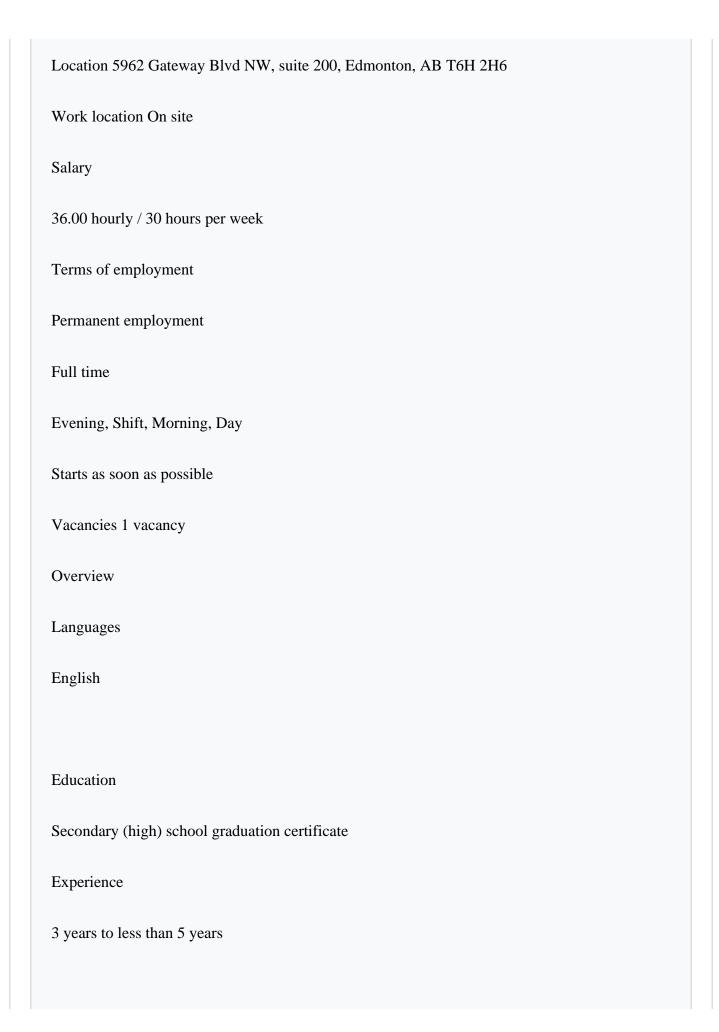
• Years of Experience: 3 years

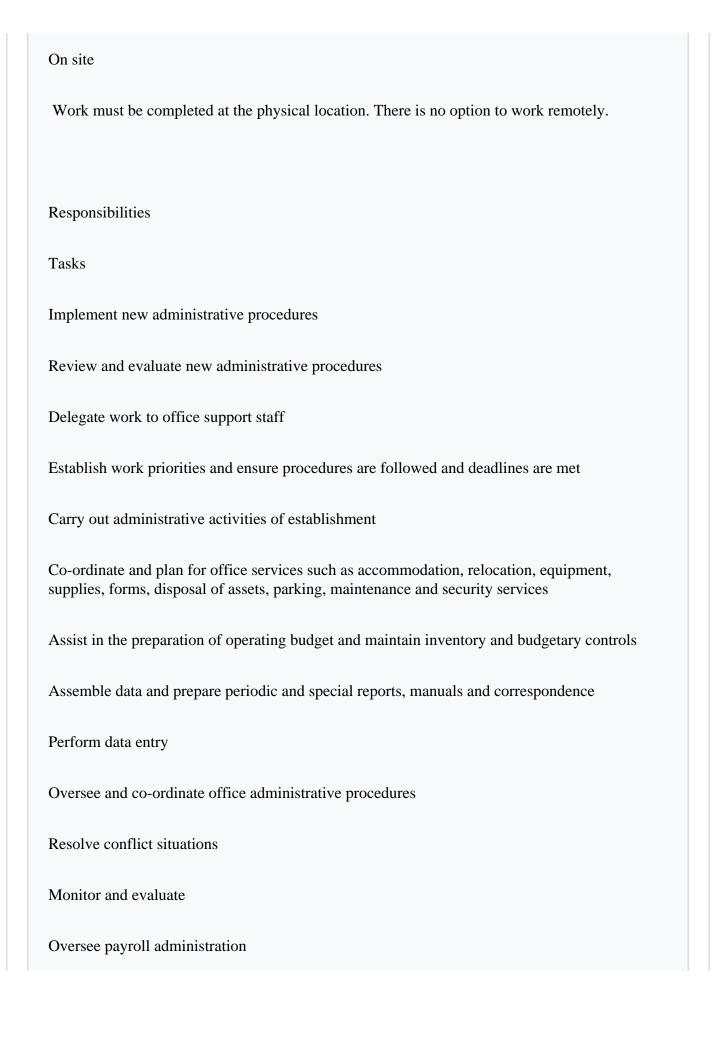
• Vacancy: 1

Job Type: Full TimeJob ID: DISJ2611299

## **Job Description:**

Job details





Plan and control budget and expenditures
Experience and specialization
Computer and technology knowledge
Adobe Photoshop
MS Excel
MS Office
MS Outlook
MS PowerPoint
MS Windows
MS Word
Google Drive
Additional information
Security and safety
Bondable
By email
tinyhoppers580@gmail.com

## Posted on Disabled job Portal