



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 Time
- **Job ID:** DISJ2611299

Job Description:

Job details

Location 5962 Gateway Blvd NW, suite 200, Edmonton, AB T6H 2H6

Work location On site

Salary

36.00 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Evening, Shift, Morning, Day

Starts as soon as possible

Vacancies 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

3 years to less than 5 years

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

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

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

Resolve conflict situations

Monitor and evaluate

Oversee payroll administration

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

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: tinyhoppers580@gmail.com

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