



Office Manager

Posted by: P Gat Trucking Inc.

Location: Nisku

Salary: \$\$29.50 Per Hour

Job ID: YJ6812905

Posting Date: 16-Feb-2025

Expiry Date: 15-Aug-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

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

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