



# 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](mailto: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](mailto:pgatrucking@yahoo.com)**

**Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)**