



JOBS IN CANADA

# 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:** ABOJ5146405

## 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

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## 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)

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