



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

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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