



# Office Manager

Posted by Olu

**Posting Date : 24-Jun-2025**

**Closing Date : 21-Dec-2025**

**Location : Airdrie**

**Salary : \$35.40 Per Hour**

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3047501

## Job Description:

[Airdrie - Office Manager](#)

Pending Moderator Approval

Various locations:

328 1 Ave NW

Airdrie, , AB

T4B 0C4

Calgary, , AB

T2P 1H2

Workplace information:

On site

Salary:

35.40 hourly / 32 to 40 hours per week

Terms of employment:

Permanent employment

Full time, Day, Evening, To be determined, Weekend

Starts: As soon as possible

vacancie: 1

Languages: English

Education:

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

or equivalent experience

Experience:

2 years to less than 3 years

On site:

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

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

Carry out administrative activities of establishment

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

Oversee payroll administration

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Provide customer service

Manage contracts

Order office supplies and maintain inventory

Coordinate the flow of information within the team

Open and distribute mail and other materials

Arrange for billing for services

Set up and maintain manual and computerized information filing systems

Maintain and manage digital database

Answer electronic enquiries

Perform basic bookkeeping tasks

Direct and control daily operations

Schedule and confirm appointments

Experience and specialization:

Computer and technology knowledge

Electronic scheduler

Accounting software

MS Excel

MS Office

MS Word

Database software

Additional information:

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Work with minimal supervision

Personal suitability:

Organized

Reliability

Ability to multitask

Time management

Team player

Positive attitude

Accurate

Efficiency

Dependability

Client focus

How to apply:

Direct Apply

By Direct Apply

By email:

[seunajayi02@yahoo.com](mailto:seunajayi02@yahoo.com)

How-to-apply instructions:

Here is what you must include in your application:

References attesting experience

Cover letter

Highest level of education and name of institution where it was completed

This job posting includes screening questions. Please answer the following questions when applying:

Are you currently legally able to work in Canada?

**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: [seunajayi02@yahoo.com](mailto:seunajayi02@yahoo.com)**

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