



# Records Manager

Posted by **R SINGH PROFESSIONAL CORPORATION, Chartered Professional Accountant**

**Posting Date : 07-Jan-2026**

**Closing Date : 06-Jul-2026**

**Location : Calgary**

**Salary : \$52.75 Per Hour**

## Job Requirements

- **Education:** Master's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5478786

## Job Description:

### Job Description:

Location: 3010, 11124 36 ST, NE Calgary, ABT3N 1L3

Work Location: On site

30 to 40 hours per week

Permanent employment Full time

Morning, Day

## Job Requirements:

Languages  
English

Education  
Master's degree or equivalent experience

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.

Work setting  
Accounting firm

### Responsibilities

#### Tasks

Manage the operations of a department providing several administrative services  
Plan, organize, direct, control and evaluate daily operations  
Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services  
Direct and control corporate governance and regulatory compliance procedures within establish  
Interview, hire and provide training for staff  
Plan, administer and control budgets for client projects, contracts, equipment and supplies  
Prepare reports for senior management

Supervision  
5-10 people  
Accounting and related clerks

Experience and specialization  
Computer and technology knowledge  
MS Office  
Quick Books  
MS Excel  
MS Word  
Accounting software

Area of specialization  
Accounting  
Accounting and financial services

### Who can apply for this job?

You can apply if you are:  
a Canadian citizen  
a permanent resident of Canada  
a temporary resident of Canada with a valid work permit

How to apply  
By email  
ravinder@rsinghpc.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: [ravinder@rsinghpc.com](mailto:ravinder@rsinghpc.com)**

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