



# records office supervisor

Posted by BSG Carrier

**Posting Date : 14-Jan-2026**

**Closing Date : 13-Jul-2026**

**Location : Edmonton**

**Salary : \$36.00 hourly / 40 hours per week Per Week**

## Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2717404

## Job Description:

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: [hr@bscarrier.com](mailto:hr@bscarrier.com)

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