



Office Manager

Posted by: Sabterra Holdings Ltd.

Posting date: 02-May-2024 **Closing date:** 29-Oct-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5887507

Expired

Job description:

Title of Position: Office Manager

NOC : 13100

No. of Positions: 1

Work Location: Edmonton, Calgary, AB

Terms of Employment: Permanent Employment, full-time

Hours of work: 37.5 hours weekly

Wage: 30 \$ per week

Employment conditions: Day, Evening, Morning

Job requirements: Starts as soon as possible

Languages: English

Education: Secondary (High) school graduation certificate

Experience: Experience an asset

Responsibilities:

Tasks-

Review, evaluate and implement new administrative procedures

Delegate work to office support staff

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

Carry out administrative activities of establishment

Administer policies and procedures related to 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.

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondences

Oversee and co-ordinate office administrative procedures.

Work Conditions and Physical Capabilities:

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to details

Large workload

Personal Suitability:

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multi-task

Time management

Adaptability

Integrity

Team Player

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth**

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

hr@sabterraholdings.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: hr@sabterraholdings.com

Posted on canadianjobportal.com