Office Manager

Job ID
40601

Yashica Impex Inc.

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LOCATION	DATE POSTED	EXPIRY DATE
4608-82 Avenue NW, Edmonton, AB| Alberta	17-07-2026	13-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 4608-82 Avenue NW, Edmonton, AB, T6B 0E6
Work location: On site
Salary: 37.50 hourly / 30 to 35 hours per week
Terms of employment: Permanent employment
Full time: Morning, Day
Starts as soon as possible
Vacancies: 1 vacancy
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.

Job Description

Tasks: Review and evaluate 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 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, 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, Plan and control budget and expenditures.
Computer and technology knowledge: Quick Books, MS Excel, MS Office, MS Outlook, MS PowerPoint, MS Windows, MS Word, Google Drive
Personal suitability: Organized, Reliability, Ability to multitask, Time management, 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:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees

Support for youths: Participates in a government or community program or initiative that supports youth employment
Support for Veterans: Participates in a government or community program or initiative that supports Veterans
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people
Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)
Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.
How to apply
By mail
4608-82 Avenue NW, Edmonton, AB, T6B 0E6
In person
4608-82 Avenue NW, Edmonton, AB, T6B 0E6
Between 10:00 AM and 04:00 PM

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