Office manager

Employer

Job ID
41572

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LOCATION	DATE POSTED	EXPIRY DATE	
4919 55 Avenue NW, Edmonton, AB| Alberta	09-11-2026	08-05-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD $37.50	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Office manager

Company: Star Canada Inc.

Location: 4919 55 Avenue NW Edmonton, AB T6B 3S3

Salary: $37.50 / hour

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

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.

Job Description

Tasks

Implement new administrative procedures

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
Oversee and co-ordinate office administrative procedures
Resolve conflict situations
Monitor and evaluate

Personal suitability
Efficient interpersonal skills
Flexibility
Reliability
Ability to multitask
Time management
Integrity
Team player

How to apply

By email
hr@starcanada.net

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