Office manager

Zora holdings ltd. o/a Zora Builders Ltd.

Job ID
41620

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LOCATION	DATE POSTED	EXPIRY DATE
16651 - 110 Ave NW suite Unit 5-8, Edmonton, AB| Alberta	13-11-2026	12-05-2027

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

Job Details

Office manager

Company: Zora holdings ltd. o/a Zora Builders Ltd.

Location: 16651 - 110 Ave NW suite Unit 5-8 Edmonton, AB T5P 1G8

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

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

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

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
Plan and control budget and expenditures

Personal suitability
Organized
Time management
Adaptability
Integrity
Team player

How to apply

By phone
403-604-1561 Between 10:30 AM and 02:00 AM

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