



Office Manager

Posted by Olu

Posting Date : 24-Jun-2025

Closing Date : 21-Dec-2025

Location : Airdrie

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2012974

Job Description:

304 1 Ave NW, Suite 328
Airdrie, , AB T4B 0C4

Workplace information: On site
Salary: 36.00 hourly / 32 to 40 hours per week
Terms of employment: Permanent employment
Full time, Day, Evening, Weekend
Starts: As soon as possible
Vacancie: 1

Languages: English

Education:

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
or equivalent experience

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.

Responsibilities

Review and evaluate new administrative procedures
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
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
Oversee payroll administration
Answer telephone and relay telephone calls and messages
Compile data, statistics and other information
Provide customer service
Manage contracts
Order office supplies and maintain inventory
Coordinate the flow of information within the team
Open and distribute mail and other materials
Arrange for billing for services

Work with minimal supervision

Set up and maintain manual and computerized information filing systems
Maintain and manage digital database
Answer electronic enquiries
Perform basic bookkeeping tasks
Direct and control daily operations
Schedule and confirm appointments

Experience and specialization:

Computer and technology knowledge
Electronic scheduler

Accounting software
MS Excel
MS Office
MS Word
Database software

Additional information:
Work conditions and physical capabilities
Ability to work independently
Attention to detail

Personal suitability:
Organized
Reliability
Ability to multitask
Time management
Team player
Positive attitude
Accurate
Efficiency
Dependability
Client focus

How to apply:
By email: seunajayi02@yahoo.com

How-to-apply instructions:
Here is what you must include in your application:

References attesting experience
Cover letter
Highest level of education and name of institution where it was completed
This job posting includes screening questions. Please answer the following questions when applying:
Are you currently legally able to work in Canada?

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: seunajayi02@yahoo.com

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