



Office Manager

Posted by Olu

Posting Date : 24-Jun-2025

Closing Date : 21-Dec-2025

Location : Airdrie

Salary : \$35.40 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2012974

Job Description:

Airdrie - Office Manager

Pending Moderator Approval

Various locations:

328 1 Ave NW

Airdrie, , AB

T4B 0C4

Calgary, , AB

T2P 1H2

Workplace information:

On site

Salary:

35.40 hourly / 32 to 40 hours per week

Terms of employment:

Permanent employment

Full time, Day, Evening, To be determined, 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

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
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
Work with minimal supervision

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

How to apply:
Direct Apply
By Direct 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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