



Records Manager

Posted by R SINGH PROFESSIONAL CORPORATION, Chartered Professional Accountant

Posting Date : 07-Jan-2026

Closing Date : 06-Jul-2026

Location : Calgary

Salary : \$52.75 Per Hour

Job Requirements

- **Education:** Master's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5821073

Job Description:

Job Description:

Location: 3010, 11124 36 ST, NE Calgary, ABT3N 1L3

Work Location: On site
30 to 40 hours per week
Permanent employment Full time
Morning, Day

Job Requirements:

Languages
English

Education
Master's degree or equivalent experience

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.

Work setting
Accounting firm

Responsibilities

Tasks

Manage the operations of a department providing several administrative services
Plan, organize, direct, control and evaluate daily operations
Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
Direct and control corporate governance and regulatory compliance procedures within establish
Interview, hire and provide training for staff
Plan, administer and control budgets for client projects, contracts, equipment and supplies
Prepare reports for senior management

Supervision
5-10 people
Accounting and related clerks

Experience and specialization
Computer and technology knowledge
MS Office
Quick Books
MS Excel
MS Word
Accounting software

Area of specialization
Accounting
Accounting and financial services

Who can apply for this job?
You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit

How to apply
By email
ravinder@rsinghpc.com

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: ravinder@rsinghpc.com

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