



office manager

Posted by Speedlogistics Truck line

Posting Date : 27-Jan-2026

Closing Date : 26-Jul-2026

Location : Whitecourt

Salary : \$36.00 hourly / 35 hours per week Per Week

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2625486

Job Description:

Location: 4739 50 Ave Whitecourt, AB T7S 1N8

Work location: On site

Salary: 36.00 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Shift, Morning, Day, Weekend

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: College/CEGEP

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

Tasks

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

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email: safety@speedltl.ca

By mail: 4739 50 Ave Whitecourt, ABT7S 1N8

Job Location: 4739 50 Ave Whitecourt, ABT7S 1N8

Employer: Speedlogistics Truck line

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: safety@speedltl.ca

Posted on Disabled job Portal