



Office Manager

Posted by: Olu

Posting date: 24-Jun-2025 **Closing date:** 21-Dec-2025

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

Language: English

Job location: Airdrie

Salary: \$36.00 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5942220

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

Vacance: 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

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)