Administrative Manager (NOC 13100)

Stampede Moving and Storage Ltd

Job ID
10279

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LOCATION	DATE POSTED	EXPIRY DATE	
610 70 Ave SE Unit AD, Calgary, AB| Alberta	28-07-2026	24-01-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 53.00 / Hour for 32 Hours / Week	2 years to less than 3 years	Bachelor's degree

Job Details

Title: Administrative Manager (NOC 13100)

Vacancies: 1

Job start date: As soon as possible

Wage: $53.00 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day

Employer: Stampede Moving and Storage Ltd

Business and Job location: 610 70 Ave SE Unit AD Calgary, AB T2H 2J6

On site
Work must be completed at the physical location. There is no option to work remotely.

Job Description

Languages
English

Education
Bachelor's degree

Experience
3 years to less than 5 years

Tasks

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 and briefs for management committees evaluating administrative services

Computer and technology knowledge
Electronic mail
MS Office

Work conditions and physical capabilities
Attention to detail
Large workload

How to apply

By email
jobs.stampedemoving@yahoo.com

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