Office manager (NOC 13100)

Cell Can Inc. o/a Freedom Mobile

Job ID
11268

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LOCATION	DATE POSTED	EXPIRY DATE
55 Castleridge Blvd. NE, Calgary, AB| Alberta	06-11-2026	05-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50 / Hour for 35 Hours / Week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Title: Office manager (NOC 13100)

Vacancies: 1

Job start date: As soon as possible

Wage: $37.50 / Hour

Hours: 35 Hours / Week

Terms of employment: Permanent, Full time, Day, Weekend

Employer: Cell Can Inc. o/a Freedom Mobile

Business and Job location: 55 Castleridge Blvd. NE Calgary, AB T3J 3J8

On site

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

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Tasks

Review and evaluate new administrative procedures

Delegate work to office support staff

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

Oversee and co-ordinate office administrative procedures

Computer and technology knowledge

Electronic mail

MS Office

How to apply

By email

cellcaninc007@gmail.com

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