office manager

Saihaj Enterprises Ltd

Job ID
9631

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LOCATION	DATE POSTED	EXPIRY DATE
2534 33A AVE NW, Edmonton,, AB| Alberta	15-05-2026	10-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

office manager

Saihaj Enterprises Ltd

Job details

Location: Edmonton, AB T6T 1Z4
Work location: On-site
Salary: 36.00 hourly / 35 to 40 hours per week
Terms of employment Permanent employment, full-time
Morning, Day
Starts as soon as possible
vacancies: 1 vacancy

Overview
Languages

English
Education

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

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

Transportation company

Responsibilities
Tasks

Implement new administrative procedures
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 the 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
Oversee and co-ordinate office administrative procedures
Plan and control budget and expenditures

Experience and specialization
Computer and technology knowledge

Electronic mail
MS Excel
MS Office
MS Windows
MS Word

Additional information
Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail

Personal suitability

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability

Ability to multitask
Time management
Team player

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for newcomers and refugees

Support for youths

Supports for visible minorities

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

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.
How to apply
By email :
saihaj02@gmail.com
By mail
2534 33A AVE NW
Edmonton, AB
T6T 1Z4

What you must include in your application:
Cover letter
Answers to the following screening questions:
Are you authorized to work in Canada?
Do you have experience working in this field?

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