

Office Manager

Yashica Impex Inc.

Job ID
50808

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/50808>

LOCATION	DATE POSTED	EXPIRY DATE	
4608-82 Avenue NW, Edmonton, AB Alberta	17-07-2026	13-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 4608-82 Avenue NW, Edmonton, AB, T6B 0E6

Work location: On site

Salary: 37.50 hourly / 30 to 35 hours per week

Terms of employment: Permanent employment

Full time: Morning, Day

Starts as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

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.

Job Description

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, 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, Perform data entry, Plan and control budget and expenditures.

Computer and technology knowledge: Quick Books, MS Excel, MS Office, MS Outlook, MS PowerPoint, MS Windows, MS Word, Google Drive

Personal suitability: Organized, Reliability, Ability to multitask, Time management, Integrity, 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 persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities

Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees

Support for youths: Participates in a government or community program or initiative that supports youth employment

Support for Veterans: Participates in a government or community program or initiative that supports Veterans

Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

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 mail

4608-82 Avenue NW, Edmonton, AB, T6B 0E6

In person

4608-82 Avenue NW, Edmonton, AB, T6B 0E6

Between 10:00 AM and 04:00 PM