

Office Manager

V. MADAN AND D. JIVRAJ PROFESSIONAL CORPORATION

Job ID
9515

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LOCATION	DATE POSTED	EXPIRY DATE	
Edmonton, AB T6T 0R1, EDMONTON, AB Alberta	09-05-2026	05-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32.00 to 36.00 hourly	7 months to less than 1 year	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Office Manager

V. MADAN AND D. JIVRAJ PROFESSIONAL CORPORATION

Job details

- Location: 2330 23 Ave. NW Edmonton, AB T6T 0R1
- Work location: On site
- Salary 32.00 to 36.00 hourly (To be negotiated) / 30 to 35 hours per week
- Terms of employment: Permanent employment Full time
- Evening, Morning, Day
- Starts as soon as possible
- vacancies1 vacancy

Overview

Languages

English

Education

- College/CEGEP

Experience

7 months to less than 1 year

On site

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

Responsibilities

- 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

- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Commission systems and components
- Monitor and evaluate
- Oversee payroll administration
- Plan and control budget and expenditures

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

- Does not require Canadian work experience

Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

- Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people

- Offers mentorship, coaching and/or networking opportunities for Indigenous workers

Support for mature workers

- Applies hiring policies that discourage age discrimination

Supports for visible minorities

- Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

By email

vibhormadan5@gmail.com