

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	11-11-2026	
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?