

Office Manager

CALMAR TRANSPORT

Job ID

9830

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/9830>

LOCATION	DATE POSTED	EXPIRY DATE	
Edmonton, AB T6E 5R1, EDMONTON, AB Alberta	06-06-2026	03-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32.50-36.50	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Office Manager

Calmar Transport Inc

Job details

- Location: Edmonton, AB T6E 5R1
- Work location: On site
- Salary32.50 to 36.50 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

- Secondary (high) school graduation certificate

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
- 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
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- 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

- Supports newcomers and/or refugees with foreign credential recognition
- Does not require Canadian work experience

Support for youths

- Offers mentorship, coaching and/or networking opportunities for youth

Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment 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

calmartransport17@gmail.com