Office Manager

CALMAR TRANSPORT

Job ID
9830

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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

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