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# Office Manager

**Posted by:** 1974283 Alberta Corp.

**Location:** Wood Buffalo

**Salary:** \$35 Per Hour

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## Job Details

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**Job ID**

NCJ2051357

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**Posting Date :** 10-Feb-2025

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**Expiry Date :** 09-Aug-2025

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**Education :** College/Diploma

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## Job Description

We are seeking a detail-oriented **Office Manager** to oversee and implement administrative procedures, establish work priorities, and conduct operational analyses to enhance efficiency. In this role, you will coordinate the acquisition of essential administrative services, including office space, supplies, and security, ensuring seamless business operations.

If you thrive in a fast-paced environment and have a strong ability to manage multiple tasks effectively, we invite you to apply and contribute to the success of our organization!

- Oversee and coordinate office administrative procedures while reviewing, evaluating, and implementing new processes for efficiency.
- Establish work priorities, delegate tasks to office support staff, and ensure deadlines are met while maintaining adherence to procedures.
- Manage administrative activities related to admissions in post-secondary educational institutions, ensuring smooth operations.
- Administer policies and procedures for processing requests under government access to information and privacy legislation.
- Coordinate and plan office services, including accommodations, relocations, equipment, supplies, asset disposal, parking, maintenance, and security.
- Conduct analyses and oversee administrative operations related to budgeting, contracting, and project management processes.
- Assist in the preparation of operating budgets while maintaining inventory and budgetary controls.
- Monitor financial transactions and ensure compliance with organizational financial policies.
- Assemble data and compile periodic and special reports, manuals, and correspondence to support decision-making.
- Provide recommendations for administrative improvements and support management in optimizing office functions.

## Who can apply for this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

theboisconsultants@gmail.com

## **Advertised until**

To be determined

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)**

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