

## Office Manager

 Incredible construction ltd.  3132 Parsons Rd NW suite 206 Edmonton, AB T6N 1L6

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## Job Overview

 **Job Id:-** 2558268  **Posted On:-** 2025, May 08  **Valid Till:-** 2025, Nov 04  **Category:-** Construction

## Job Detail

Location: 3132 Parsons Rd NW suite 206  
Edmonton, AB  
T6N 1L6

Salary: 36.00 hourly / 30 hours per Week

Terms of employment: Permanent employment/Full time

Start Date: Starts as soon as possible  
Vacancies: 1 Vacancy

Overview  
Languages  
English

Education  
Secondary (high) school graduation certificate

Experience  
1 year to less than 2 years

Responsibilities  
Tasks

Review and evaluate new administrative procedures  
Delegate work to office support staff  
Establish work priorities and ensure procedures are followed and deadlines are met  
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  
Monitor and evaluate  
Plan and control budget and expenditures

Supervision  
3-4 people

Additional information  
Work conditions and physical capabilities  
Attention to detail  
Personal suitability  
Organized  
Reliability  
Team player

How to apply

By email  
incredibleconstruction2016@gmail.com

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