



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Office Manager

<b>Job ID</b>	<b>A6-A9-E0-7D-AC-89</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A6-A9-E0-7D-AC-89">https://careers.indigenous.link/viewjob?jobname=A6-A9-E0-7D-AC-89</a>	
<b>Company</b>	South City Truck Centre	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2021-03-11	To: 2021-09-07
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$22 / Hour	
<b>Languages</b>	English	

### Description

Review, evaluate and implement new administrative procedures  
Establish work priorities and ensure procedures are followed and deadlines are met  
Carry out administrative activities of establishment,  
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation  
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  
Oversee and co-ordinate office administrative procedures  
Oversee the collection and analysis of financial data

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Organized  
Flexibility  
Reliability  
Excellent oral communication  
Effective interpersonal skills  
Excellent written communication

### Work Environment

Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Large workload

### Additional Skills

Delegate work to office support staff  
Carry out administrative and clerical activities (record keeping, scheduling etc.)

### How to Apply

By email  
[southcity@telus.net](mailto:southcity@telus.net)  
By mail

7736 56 St SE  
Calgary, AB T2C 4S9