



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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Office Manager

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

By mail

7736 56 St SE

Calgary, AB T2C 4S9