ABORIGNAL JOBS IN CANADA

office manager

Posted by JAGDAMBE ENTERPRISES LTD.

Posting Date : 13-Nov-2025

Closing Date : 12-May-2026

Location : Edmonton

Salary : $36.00 hourly / 55 to 60 hours per week Per Week

Job Requirements

- **Education**: Secondary (high) school graduation certificate
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 2
- **Job Type**: Full Time
- **Job id**: ABOJ1897766

Job Description:

Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Work location: On site

Salary: 36.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Morning, Day

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities

Starts as soon as possible

Vacancies: 2 vacancies

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

Tasks

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

How to apply

Direct Apply: By Direct Apply

By email: hrjagdambeltd@gmail.com

By mail: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Job Location: 9133 35 Ave NW Edmonton, AB T6E 5Y1

Employer: JAGDAMBE ENTERPRISES LTD.

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: hrjagdambeltd@gmail.com

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