



records office supervisor

Posted by BSG Carrier

Posting Date : 14-Jan-2026

Closing Date : 13-Jul-2026

Location : Edmonton

Salary : \$36.00 hourly / 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2717404

Job Description:

Location: 6033 30 Street NW Edmonton, AB T6P 1J8

Work location: On site

Salary: 36.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Early morning, Evening, Morning, Day, Weekend

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: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Develop specific plans to prioritize

Organize tasks to accomplish the work

Train workers in duties and policies

Ensure smooth operation of equipment

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Arrange for maintenance and repair work

Co-ordinate activities with other work units or departments

Direct Apply: By Direct Apply

Additional ways to apply

By email: hr@bsgcarrier.com

By mail: 6033 30 Street NW Edmonton, AB T6P 1J8

Job Location: 6033 30 Street NW Edmonton, AB T6P 1J8

Employer: BSG Carrier

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: hr@bsgcarrier.com

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