

Office Manager

Posted By: POINT QUEEN FISHERIES LTD.

Location: Saint George

Salary: \$30.00 Per Hour

JOB ID : RJ4167249

Posting Date : 21-Sep-2025

Expiry date : 20-Mar-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Point Queen Fisheries in **Letete, NB** requires an office manager

Job requirements

Language
English

Education
College/CEGEP

Experience
Minimum 2-year experience in office management or related experience required

Personal suitability

Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Ability to multitask, Time management, Adaptability, Integrity, Team player

Tasks

Working 30 to 40 hours per week, Review and evaluate new administrative procedures, Delegate work to office support staff, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Perform data entry, Oversee and co-ordinate office administrative procedures, Resolve conflict situations, Oversee payroll administration, Plan and control budget and expenditures

Work conditions and physical capabilities

Ability to work independently, Tight deadlines, Attention to detail

Please send your resume to: 1207 Route 172, L'Etete, NB E5C 2R6

or email to: pqfnb@hotmail.ca

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: pqfnb@hotmail.ca

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