

Records Manager

Posted By: R SINGH PROFESSIONAL CORPORATION,
Chartered Professional Accountant

Location: Calgary

Salary: \$52.75 Per Hour

JOB ID : RJ1350838

Posting Date : 07-Jan-2026

Expiry date : 06-Jul-2026

Education : Master's degree or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Job Description:

Location: 3010, 11124 36 ST, NE Calgary, AB T3N 1L3

Work Location: On site

30 to 40 hours per week

Permanent employment Full time

Morning, Day

Job Requirements:

Languages

English

Education

Master's degree or equivalent experience

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.

Work setting

Accounting firm

Responsibilities

Tasks

Manage the operations of a department providing several administrative services

Plan, organize, direct, control and evaluate daily operations

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services

Direct and control corporate governance and regulatory compliance procedures within establish

Interview, hire and provide training for staff

Plan, administer and control budgets for client projects, contracts, equipment and supplies

Prepare reports for senior management

Supervision

5-10 people

Accounting and related clerks

Experience and specialization

Computer and technology knowledge

MS Office

Quick Books

MS Excel

MS Word

Accounting software

Area of specialization

Accounting

Accounting and financial services

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

How to apply

By email

ravinder@rsinghpc.com

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: ravinder@rsinghpc.com

Posted on refugeejobportal.com