

We are a local distribution company
specializing in the Kosher sector

Seeking a Full-Time, Permanent

ADMIN / MANAGER

to oversee daily activities and to collaborate with
the staff on various admin tasks,
ensuring efficient operations.

Key qualifications for this position include, a proactive and energetic attitude, sound decision-making abilities, excellent communication skills, organized, and strategic planning, proficiency in

Microsoft Office applications. Candidates should have relevant experience that showcases their skills and capabilities. The ideal candidate will thrive in a dynamic, fast-paced environment.

**If you possess these skills,
please submit your CV to
jobvacancy070@gmail.com
with the subject line
"Admin Position."**

Located in Edmonton N18, this opportunity offers a competitive salary along with prospects for career advancement.

