



Office Support	Skilled
Office Manager	
Job Description	Responsible for all aspects of the office, such as payroll, time sheets, supplies and company records.
Education/Certification	Should have at least a high school diploma and computer keyboarding skills. Graduation from a recognized office administration course is a strong asset. Experience in office management and post-secondary education may benefit.
Experience	Experience will determine the level of responsibility given.
Skills	Needs good oral and written communication skills; good organization and time management skills; the ability to get along well and lead people in a team environment.
Salary Range	\$35,000 to \$65,000 per year, depending on experience and level of responsibility.
Transferability	Office managers are found in a wide variety of industries and organizations, such as forestry, mining, hydro, government.
Clerk, Administrative Assistant	May use word processing, spreadsheet, database and/or software to prepare a variety of office documents. Also answers telephones; greets and directs visitors; faxes and photocopies information; sorts, codes and files records. Usually must have at least a high school diploma and computer keyboarding skills. Graduation from a recognized office administration course is a strong asset. Should have good oral and written communication skills; also good organization and time management skills. Salary range: \$23,000 to \$46,000 a year depending on experience and level of responsibility.

Note: These job descriptions represent positions frequently found in large pipeline projects. Appropriate education and experience will play a determining role when selecting candidates. Some positions may require extensive natural gas related expertise. Salaries and wages are based on 2001 data and may change according to market conditions.