

Addendum to Job Posting – Office Manager
Mann International Travel & Tours Ltd.

Position Title: Office Manager

Location: Calgary, Alberta

Salary: \$36.00 per hour, 32–40 hours per week

Terms of Employment: Permanent, Full-time

Work Experience Requirement

In addition to the details already published on the Job Bank posting, applicants must have:

- **Minimum 1–2 years of relevant work experience in the Travel and Tourism Industry.**

This requirement is essential as the position involves oversight of office operations within a travel-focused organization, including coordination of administrative procedures, client service management, and compliance with industry-related policies.

Summary of Role

The Office Manager will be responsible for coordinating office operations, training staff, ensuring compliance with company procedures, and supporting the travel and tours division of the business.

Note: This addendum is provided to clarify qualifications that could not be entered in the Job Bank system due to system limitations.

Employer Contact:

Mann International Travel & Tours Ltd.

Email: recruitments@manninternationaltravel.com