

# OFFICE ADMINISTRATOR

**Posted By:** Dr. J. S. Sarao Dental Corporation

**Location:** Logan Lake

**Salary:** \$\$40 Per Hour

**JOB ID :** RJ2011654

**Posting Date :** 18-Aug-2025

**Expiry date :** 14-Feb-2026

**Education :** College/CEGEP

**Language :** ENGLISH

**Vacancies :** 01

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### office administrator

#### Job details

Logan Lake, BC  
V0K 1W0

On site

40.00 hourly / 40 hours per week

Permanent employment

Full time

Day

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### 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

Private sector

## Responsibilities

### Tasks

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Oversee and co-ordinate office administrative procedures

## **Supervision**

5-10 people

## **Experience and specialization**

### **Computer and technology knowledge**

Electronic mail

MS Office

MS Windows

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment

Work under pressure

Attention to detail

### **Personal suitability**

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

## **Benefits**

### **Health benefits**

Dental plan

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## 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

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

### Employment groups

This employer promotes equal employment opportunities for all job applicants, including those

#### Support for persons with disabilities

- 

#### Support for newcomers and refugees

- 
- 

#### Support for youths

- 

#### Support for Indigenous people

- 

#### Support for mature workers

- 
- 

#### Supports for visible minorities

- 
-

## How to apply

### By email

[loganlakedentalclinic@yahoo.com](mailto:loganlakedentalclinic@yahoo.com)

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## How to apply

### By email

loganlakedentalclinic@yahoo.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: [loganlakedentalclinic@yahoo.com](mailto:loganlakedentalclinic@yahoo.com)

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