

Office Manager

Posted By: Lakeland Ridge Childcare

Location: Edmonton

Salary: \$36.00 Per Hour

JOB ID : RJ3082072

Posting Date : 01-Oct-2025

Expiry date : 26-Sep-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Office Manager at Lakeland Ridge Childcare

Location - 550 Baseline Rd #340 Sherwood Park, AB T8H 2G8

Salary - 36.00 hourly / 32 hours per week

Vacancies- 1 Vacancy

Terms of employment- Permanent employment, Full time

Start date- As soon as possible.

Job Requirements

Languages- English

Education- Secondary (high) school graduation certificate

Experience- 1 year to less than 2 years
On site- Work must be completed at the physical location

Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- 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

How to apply

By email - jobsatlakelandridge@gmail.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: jobsatlakelandridge@gmail.com

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