

# Office Manager

Posted By: Lakeland Ridge Childcare

**Location: Edmonton** 

Salary: \$36.00 Per Hour

JOB ID: RJ3082072

Posting Date: 01-Oct-2025

Expiry date: 30-Mar-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**

- eeeee Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- ●∈∈∈∈∈ Carry out administrative activities of establishment
- eeeee 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
- eeeeee Assemble data and prepare periodic and special reports, manuals and correspondence
- EEEEE 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 refrence letter from your previous employer to the following email: jobsatlakelandridge@gmail.com

Posted on refugeejobportal.com