



Office Manager

Posted by Lakeland Ridge Childcare

Posting Date : 01-Oct-2025

Closing Date : 30-Mar-2026

Location : Edmonton

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4355151

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

