



## OFFICE ADMINISTRATOR

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

**Posting date:** 18-Aug-2025      **Closing date:** 14-Feb-2026

**Education:** College/CEGEP

**Language:** ENGLISH

**Job location:** Logan Lake

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

**Years of Experience:** 1 year

**Vacancy:** 01

**Job Type:** Full Time

**Job id:** CAJ6621955

### Job description:

## office administrator

### Job details

Logan Lake, BC

VOK 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

### 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:

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)  
Date modified: 2025-07-22

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## How to apply

### By email

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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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