



## Office Manager

**Posted by:** Lakeland Ridge Childcare

**Posting date:** 01-Oct-2025      **Closing date:** 30-Mar-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$36.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6597147

## 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](mailto: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](mailto:jobsatlakelandridge@gmail.com)

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