

# **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
- eeeee Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- eeeee 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 refrence letter from your previous employer to the following email: jobsatlakelandridge@gmail.com

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