



OFFICE ADMINISTRATOR

Posted by Dr. J. S. Sarao Dental Corporation

Posting Date : 18-Aug-2025

Closing Date : 14-Feb-2026

Location : Logan Lake

Salary : \$\$40 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 01
- **Job Type:** Full Time
- **Job ID:** DISJ1703002

Job Description:

office administrator

Job details

Logan Lake, BC
V0K 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 the following groups:

Support for persons with disabilities

-

Support for newcomers and refugees

-
-
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Support for youths

- Support for Indigenous people

- Support for mature workers

- Supports for visible minorities

Date modified: 2025-07-22

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How to apply

By email

loganlakedentalclinic@yahoo.com

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loganlakedentalclinic@yahoo.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: loganlakedentalclinic@yahoo.com

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