



## 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:** DISJ7034702

### 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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