



# Office Manager

## Description

We are seeking a dynamic and organized individual to join our team as an Office Manager. The successful candidate will oversee and coordinate office administrative procedures, ensuring efficiency and compliance with regulations. They will be responsible for establishing work priorities, delegating tasks, and ensuring deadlines are met. Additionally, the Office Manager will handle administrative activities related to admissions, records release, and office services coordination.

## Duties

- Oversee and coordinate office administrative procedures.
- Review, evaluate, and implement new procedures as needed.
- Establish work priorities and delegate tasks to office support staff.
- Ensure deadlines are met and procedures are followed.
- Administer policies and procedures related to admissions and records release.
- Coordinate and plan office services such as accommodation, equipment, supplies, and security.
- Conduct analyses related to budgeting, contracting, and project planning.
- Assist in the preparation of operating budgets and maintain inventory

## Closing Date

March 31, 2025

## Categories

Management

## Employer

Dakota Medical Corporation

## Location

St. Vital

## Address

17-845 Dakota Street Winnipeg,  
R2M 5M3

## Job Type

Full-time

## Education Level

Bachelor

## Email

dakotamedicalclinic@gmail.com

controls.

- Assemble data and prepare periodic reports, manuals, and correspondence.
- Supervise records management technicians and related staff.

## **Qualification**

- Bachelor's degree in business administration or related field (preferred)
- Proven experience in office management or related administrative roles
- Strong organizational and leadership skills
- Excellent communication and interpersonal abilities
- Proficiency in MS Office Suite and office management software
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and problem-solving skills.
- Fluency in English. Afrikaans is an asset