



# Office Manager

## Description

Overview

Languages

English

Education

- Master's degree
- or equivalent experience

Experience

3 years to less than 5 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Private sector

## Duties

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

## Closing Date

February 28, 2025

## Categories

Business, Finance and Administration

## Employer

Compassionate Care Home & Hospital Health Services Inc.

## Location

Downtown

## Address

831 Sargent Ave Winnipeg, R3E0C1

## Job Type

Full-time

## Education Level

High School

## Email

compassionatecarewinnipeg@gmail.com

- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- 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

#### Supervision

- More than 20 people

### **Qualification**

#### Experience and specialization

#### Computer and technology knowledge

- Electronic mail
- Spreadsheet
- Accounting software
- Human resources software
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word