



office manager

Description

Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.

Duties

- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- 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
- Train staff
- Oversee and co-ordinate office administrative procedures

Qualification

- Excellent oral communication
- Organized
- Reliability

Closing Date

November 30, 2025

Categories

Business, Finance and Administration

Employer

Wright 1 Care Inc.

Location

Assiniboine South

Address

106-1100 Fife St Winnipeg,
Manitoba R2X 3A5 Winnipeg -
MB, R2X 3A5

Job Type

Full-time

Education Level

Bachelor

Wage

\$24.00 - \$30.00

- Time management
- Team player

Email

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Phone

(204) 979-1976