



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

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- 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

Qualification

3 Years Work Experience

Closing Date

December 31, 2026

Categories

Management

Employer

508 Sherbrook Lodge Inc.

Location

Assiniboine South

Address

508 sherbrook st.
Winnipeg - MB,
R3B2W8

Job Type

Full-time

Education Level

Bachelor

Wage

\$22.00 - \$26.00

