



## Office Manager

### Description

Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling

Improve employee and client retention rates through active communication and problem-solving efforts

Continue education in management, organization and team-building skills

Manage employee schedules and troubleshoot scheduling conflicts as they arise

Order supplies and equipment as needed

Establish team atmosphere through leadership and employee development

### Closing Date

March 7, 2025

### Categories

Management

### Employer

Alpha and Omega Electrical Inc.

### Location

Rural

### Address

1050 Leila ave Winnipeg,  
Manitoba, R2V 4G8

### Job Type

Permanent

### Education Level

High School

### Wage

\$26.54 - \$26.54

### Email

alphaomegaresumes@gmail.com

**Phone**

(204) 490-0646