



Office Supervisor (NOC 12010)

Description

Company: Solid Foundations Montessori School Inc.

Job Type: Permanent & Full-time

Position: Office Supervisor (NOC 12010)

Salary: \$31~\$35 per hour

Work Hour: 30 Hours per week

Benefits: Two weeks of paid vacation per year

Location: 2476 Wenzel St, 500, East St. Paul, MB R2E 1E8

Duties

About us:

Solid Foundations Montessori School enrolls children between 18 months to 6 years of age and provides a multi-age learning environment. A mixed-age group provides opportunities for peer learning/teaching and fosters social development and responsibility.

To improve operating efficiency of our school and provide better services for children and parents, we are looking for a dedicated and reliable Office Supervisor to join our team.

Job Descriptions:

Closing Date

December 5, 2026

Categories

Education, Law and Social, Community and Government Services

Employer

Solid Foundations Montessori School Inc.

Location

Downtown

Address

East St. Paul - 2476 Wenzel St, 500 Winniepg, MB, R2E 1E8

Job Type

Full-time

Education Level

1. Coordinate, assign and review the daily administrative work of office support staff to ensure efficient operation of the school.
2. Establish work schedules and procedures, coordinate activities with different departments, and facilitate timely and accurate communication throughout the school.
3. Supervise and maintain filing, record-keeping and document management systems to ensure information is organized, secure and readily accessible.
4. Maintain records of office assets, classroom supplies and educational materials, monitor inventory levels, and coordinate the procurement of office supplies and materials to support daily operations.
5. Respond to administrative and operational issues, prepare incident and progress reports, and submit recommendations to management when necessary.
6. Train staff in job duties, workplace procedures, health and safety practices, and company policies.
7. Coordinate and support the planning and implementation of school meetings, parent events, staff activities and seasonal celebrations.
8. Collaborate with compliance, health and safety, and support service teams to help maintain licensing requirements and a safe learning environment for children.
9. Maintain office systems and equipment, and arrange maintenance and repair services when required to ensure uninterrupted operations.
10. Assist with maintaining student registration files, attendance records and other administrative documentation in accordance with applicable policies and procedures.
11. Prepare regular operational and administrative reports for senior management and perform other related duties as assigned.

College

Wage

\$31.00 - \$35.00

Qualification

Qualification:

1. A college diploma is required; a university degree is considered a strong asset.
2. A minimum of three years of experience in a similar administrative or supervisory role is required; experience in the education or childcare sector is considered an asset.

3. Excellent communication, presentation, leadership and project management skills.
4. Demonstrated time management and organizational skills, with strong problem-solving abilities.
5. Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint.
6. Team player with the ability to work under pressure and maintain a high level of accuracy and attention to detail.
7. Ability to supervise, motivate and support administrative staff in a fast-paced environment.
8. Ability to exercise sound judgment, maintain confidentiality and handle sensitive information in a professional manner.