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# Office Manager

**Posted by:** Lakeland Ridge Childcare

**Location:** Edmonton

**Salary:** \$36.00 Per Hour

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## Job Details

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**Job ID**

NCJ4214409

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**Posting Date :** 01-Oct-2025

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**Expiry Date :** 30-Mar-2026

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

### Office Manager at Lakeland Ridge Childcare

**Location -** 550 Baseline Rd #340 Sherwood Park, AB T8H 2G8

**Salary -** 36.00 hourly / 32 hours per week

**Vacancies-** 1 Vacancy

**Terms of employment-** Permanent employment, Full time

**Start date-** As soon as possible.

## Job Requirements

**Languages-** English

**Education-** Secondary (high) school graduation certificate

**Experience-** 1 year to less than 2 years

**On site-** Work must be completed at the physical location

## Tasks

- eeee Review and evaluate new administrative procedures
- eeee Establish work priorities and ensure procedures are followed and deadlines are met
- eeee Carry out administrative activities of establishment
- eeee Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- eeee Assist in the preparation of operating budget and maintain inventory and budgetary controls
- eeee Assemble data and prepare periodic and special reports, manuals and correspondence
- eeee Oversee and co-ordinate office administrative procedures

## How to apply

By email - [jobsatlakelandridge@gmail.com](mailto:jobsatlakelandridge@gmail.com)

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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobsatlakelandridge@gmail.com](mailto:jobsatlakelandridge@gmail.com)

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