



Office Manager

Posted by: Greenwoods Dental and Surgical Centres

Location: Prince Rupert

Salary: \$37.00 Per Hour

Job Details

Job ID

NCJ1910124

Posting Date : 23-Feb-2026

Expiry Date : 22-Aug-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Office Manager at Greenwoods Dental and Surgical Centres

Location - 501 McBride Street Prince Rupert, BC V8J 3G5

Salary - 37.00 hourly / 40 hours per week

Vacancies- 1 vacancy

Terms of employment- Permanent employment, Full time

Start date- As soon as possible.

Job Requirements

Languages- English

Education- College/CEGEP

Experience- 1 year to less than 2 years

On site- Work must be completed at the physical location

Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- 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
- Perform data entry
- Oversee and co-ordinate office administrative procedures

How to apply

By email - dmittal@shaw.ca

What you must include in your application:

- Cover letter

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: dmittal@shaw.ca

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