



Office Manager

Posted by **Lakeland Ridge Childcare**

Posting Date : 01-Oct-2025

Closing Date : 30-Mar-2026

Location : Edmonton

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4355151

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

•eeeeee Review and evaluate new administrative procedures

•eeeeee Establish work priorities and ensure procedures are followed and deadlines are met

•eeeeee Carry out administrative activities of establishment

•eeeeee Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

•eeeeee Assist in the preparation of operating budget and maintain inventory and budgetary controls

•eeeeee Assemble data and prepare periodic and special reports, manuals and correspondence

- Oversee and co-ordinate office administrative procedures

How to apply

By email - jobsatlakelandridge@gmail.com

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

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