



# Office Manager

Posted by Greenwoods Dental and Surgical Centres

**Posting Date :** 23-Feb-2026

**Closing Date :** 22-Aug-2026

**Location :** Prince Rupert

**Salary :** \$37.00 Per Hour

## Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5487609

## 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](mailto: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](mailto:dmittal@shaw.ca)**

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