Office administrator

Westwood dental clinic

Job ID
10597

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LOCATION	DATE POSTED	EXPIRY DATE
436 thompson dr suite 17, Thompson, MB| Manitoba	25-08-2026	21-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.50	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Job Title

Office administrator

Job details

Location: 436 thompson dr suite 17, Thompson, MB R8N 0C6

Salary: $31.50 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Starts: As soon as possible

Vacancies: 1 vacancy

Employer: Westwood dental clinic

How to apply

By email

westwooddentalthompson@yahoo.com

In person

436 thompson dr suite 17

thompson, MB

R8N 0C6

Between 11:00 AM and 03:00 PM

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

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

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

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

Oversee and co-ordinate office administrative procedures

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Security and safety

Basic security clearance

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Efficient interpersonal skills

Flexibility

Organized

Ability to multitask

Time management

Team player

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