OFFICE MANAGER (NOC 13100)

KM CARE SERVICES INC

Job ID
10823

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LOCATION	DATE POSTED	EXPIRY DATE
1021 MCPHILLIPS ST, WINNIPEG, MB| Manitoba	17-09-2026	16-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32/HR	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

JOB ADVERTISEMENT:

TITLE: OFFICE MANAGER (NOC 13100)

COMPANY: KM CARE SERVICES INC.
LOCATION: 1021 MCPHILLIPS ST
WINNIPEG, MANITOBA
R2X 2K6

TERM: FULL TIME, PERMANENT
WAGE: $32 PER HOUR
BENEFITS: DENTAL INSURANCE, EXTENDED MEDICAL INSURANCE

KM CARE SERVICES INC. is seeking a qualified Office Manager to oversee and coordinate the day-to-day administrative operations of our office in Winnipeg, Manitoba.

The Office Manager will be responsible for coordinating office administrative procedures, establishing work priorities, supporting and coordinating office staff, maintaining records and reports, monitoring office supplies and expenses, and ensuring that administrative activities are completed efficiently and within established deadlines.

The duties and abilities required are listed as follows:

• Oversee and coordinate office administrative procedures and evaluate existing procedures to identify opportunities for improvement.
• Establish work priorities, assign and coordinate administrative work, and ensure that deadlines are met and established procedures are followed.
• Coordinate the day-to-day administrative operations of the office and ensure that office operations run smoothly.
• Coordinate office services, including office supplies, equipment, forms, maintenance, and other office requirements.

• Maintain office records, files, correspondence, and administrative documentation.
• Collect, compile, and organize administrative and operational information and prepare periodic and special reports.
• Prepare correspondence, reports, forms, spreadsheets, manuals, and other administrative documents.
• Assist with the preparation and monitoring of operating budgets and maintain inventory and budgetary controls.
• Monitor office supplies, equipment, and inventory and coordinate purchasing and maintenance as required.
• Coordinate administrative information between management, office staff, clients, and service providers.
• Monitor administrative procedures and ensure that established policies and procedures are followed.
• Coordinate and provide direction to office support staff and assist with the allocation of administrative duties.
• May supervise office support staff and records management-related staff.
• Perform other related administrative duties as required.

REQUIREMENTS:

EDUCATION:
• Completion of secondary school;
• A university degree or college diploma in business administration, commerce, public administration, or a related field is an asset.

EXPERIENCE:
• At least 7 months to 1 year work experience is an asset.
• Previous experience in office administration is an asset.

LANGUAGE:
• Ability to Read, Write and Speak English is required.

To apply, please send your resume to: mbadonio@kmcareservices.ca

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