Private Tutoring Services Manager

Oxford Learning Regina

Job ID
11254

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LOCATION	DATE POSTED	EXPIRY DATE
2595 Quance Street, Regina, SK| Saskatchewan	04-11-2026	03-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.91	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Interested applicant may send their updated resume at aria.rb820@gmail.com

Overview

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 2 years to less than 3 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Work Setting: Tutoring service

Supervision: 5-10 people

Work Conditions and Physical Capabilities:

Attention to detail

Combination of sitting, standing, walking

Fast-paced environment

Physically demanding

Personal Suitability:

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Reliability

Team player

Job Description

Tasks:

Direct and control daily operations

Evaluate daily operations

Plan and organize daily operations

Establish or implement policies and procedures for sta!

Plan and control budget and inventory

Manage contracts for advertising or marketing strategies

Hire, train and supervise staff

Address customers' complaints or concerns

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