



# Immigrant Centre

## Job Posting

<b>Company Name</b>	Compassionate Care Home & Hospital Health Services Inc.
<b>Job Title</b>	<b>Office Manager</b>
<b>Start Date:</b>	As soon as possible
<b>Deadline: (Closing job date)</b>	Until Filled
<b>Job Duties</b>	<p>Responsibilities Tasks</p> <p>Review, evaluate and implement new administrative procedures          Delegate work to office support staff          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          Assist in the preparation of operating budget and maintain inventory and budgetary controls          Assemble data and prepare periodic and special reports, manuals and correspondence          Oversee and co-ordinate office administrative procedures</p> <p>Supervision          More than 20 people</p> <p>Experience and specialization          Computer and technology knowledge          Electronic mail          Spreadsheet          Accounting software          Human resources software          MS Excel          MS Office          MS Outlook          MS PowerPoint          MS Windows          MS Word</p> <p>Additional information</p> <p>Transportation/travel information          Own transportation          Own vehicle          Public transportation is available          Personal suitability          Efficient interpersonal skills          Excellent oral communication          Excellent written communication          Flexibility          Organized          Reliability</p>
<b>Work Schedule:</b> (Days/hours, full-time/part-time/casual, permanent/seasonal)	Permanent employment Full time
<b>Wage per hour:</b>	29.00 to 42.00 hourly (To be negotiated) / 40 hours per Week

<b>Location/Address: (bus route? Y/N)</b>	Winnipeg,MB
<b>Transportation:</b> (Bus route, Driver's License or vehicle)	Driver License Preferred
<b>Language</b> (English levels/other languages)	English
<b>Requirements</b>	Education Master's degree or equivalent experience Experience 3 years to less than 5 years  Work setting Private sector
<b>COVID-19 Policy:</b> (Mask/Vaccinated/ Other Restrictions)	N/A
<b>Other details:</b>	This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Visible minorities
<b>How to apply:</b>	<b>Please submit your resume here <a href="mailto:compassionatecarewinnipeg@gmail.com">compassionatecarewinnipeg@gmail.com</a></b>