



Operations Supervisor

Posted by: Lathiya and Patel Dentistry Professional Corporation

Location: London

Salary: \$36 Per Hour

Job ID: YJ3808547

Posting Date: 05-Jul-2025

Expiry Date: 01-Jan-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Tasks

- Train workers in duties and policies
- Prepare and submit reports
- Ensure smooth operation of equipment
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Co-ordinate activities with other work units or departments
- Offer mentoring
- Consult with clients after sale to provide ongoing support
- Establish work schedules and procedures
- Review and examine insurance claims

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

Additional information

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

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: lathiyaandpatelDentistry@gmail.com

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