



# OFFICE ADMINISTRATOR

**Posted by:** Dr. J. S. Sarao Dental Corporation

**Location:** Logan Lake

**Salary:** \$\$40 Per Hour

**Job ID:** YJ2099548

**Posting Date:** 18-Aug-2025

**Expiry Date:** 14-Feb-2026

**Education:** College/CEGEP

**Language:** ENGLISH

**Vacancies:** 01

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

# office administrator

## Job details

Logan Lake, BC  
V0K 1W0

On site

40.00 hourly / 40 hours per week

Permanent employment  
Full time

Day

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

## Overview

### Languages

English

### Education

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

### Experience

1 year to less than 2 years

### On site

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

### Work setting

Private sector

# **Responsibilities**

## **Tasks**

- Review and evaluate 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
- 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

## **Supervision**

5-10 people

# **Experience and specialization**

## **Computer and technology knowledge**

- Electronic mail
- MS Office
- MS Windows

# **Additional information**

## **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Attention to detail

## **Personal suitability**

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

## Benefits

### Health benefits

Dental plan

## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

### Employment groups

This employer promotes equal employment opportunities for all job applicants, including those

#### Support for persons with disabilities

- 

Support for newcomers and refugees

- 
- 

Support for youths

-

Support for Indigenous people

•

Support for mature workers

•

Supports for visible minorities

•



## How to apply

### By email

[loganlakedentalclinic@yahoo.com](mailto:loganlakedentalclinic@yahoo.com)



Date modified: 2025-07-22

[Job Bank Support](#)

[About us](#)

[Our network](#)

[Terms of use - Job seekers](#)

[Terms of use - Employers](#)

[Terms and conditions](#) [Privacy](#)

## How to apply

### By email

[loganlakedentalclinic@yahoo.com](mailto:loganlakedentalclinic@yahoo.com)

**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: [loganlakedentalclinic@yahoo.com](mailto:loganlakedentalclinic@yahoo.com)**

**Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)**