

## Office Manager

Compassionate Care Home & Hospital Health Inc.

Winnipeg, MB

\$23-\$25 an hour - Full-time, Permanent

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### Job details

Salary

\$23-\$25 an hour

Job type

Full time

Permanent

### Full Job Description

#### Languages

English

#### Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years- Bachelor's Degree Preferred
- or equivalent experience

#### Experience

1 year less than 2 years

- Must be able to keep and disclose information in a confidential manner.
- Must be able to delegate assignments and projects
- Must be able to create and maintain paper and electronic filing
- Must be able to understand and apply all recommended legislation, regulations, policies and procedures in accordance with employment standards
- Must be able to keep and disclose information in a confidential manner.
- Ability to take initiative and work independently with minimal supervision.
- Strong interpersonal skills to build and maintain effective working relationships with business partners, colleagues, and field employees
- Strong verbal and written communication skills to effectively communicate with business partners, colleagues, and field employees

- Proficiency with Microsoft Office (Word, Excel and Outlook).

Requirements:

- Must be legally entitled to work in Canada (Newcomers are Welcome to Apply)
- Must provide and maintain satisfactory Criminal Record Check.
- Must be willing and able to work overtime as required.
- Must possess and maintain a valid Class 5F Manitoba Driver's Licence.
- Must have access to a personal vehicle.

Job Types: Full-time, Permanent

Salary: \$23.00-\$25 00 per hour

Schedule:

- 8 hour shift