



Office Manager (NOC: 13100)

Description

About Us:

At Swift Quartz, we take pride in offering exquisite jewelry pieces and expert services to our valued customers. With a legacy of craftsmanship and dedication to quality, we specialize in watch repair, fine jewelry repair, bespoke jewelry design, and sales of premium watches and jewelry. Our commitment to excellence extends beyond our products, as we strive to provide exceptional customer experiences through our knowledgeable staff and personalized service.

Job Description:

Join our team at Swift Quartz as an Office Manager and take charge of keeping our daily operations organized, efficient, and professional. In this role, you will oversee administrative tasks, support team coordination, manage scheduling and communications, and help ensure a smooth experience for both staff and clients. As Office Manager, you will play a key role in maintaining a well-run workplace while upholding our commitment to exceptional service and quality.

Duties

- Oversee and coordinate office administrative procedures.
- Review, evaluate, and implement new procedures as needed.
- Establish work priorities and delegate tasks to office support staff.
- Ensure deadlines are met and procedures are followed.
- Administer policies and procedures related to

Closing Date

August 25, 2026

Categories

Management

Employer

Swift Quartz

Location

Downtown

Address

Unit 13 E - 1795
Henderson Hwy
Winnipeg, R2G 1P3

Job Type

Permanent

Education Level

Bachelor

admissions and records release.

- Coordinate and plan office services such as accommodation, equipment, supplies, and security.
- Conduct analyses related to budgeting, contracting, and project planning.
- Assist in the preparation of operating budgets and maintain inventory controls.
- Assemble data and prepare periodic reports, manuals, and correspondence.
- Supervise records management technicians and related staff.

Qualification

- Bachelor's degree in business administration or related field (preferred)
- Proven 3 to 5 years of experience in office management or related administrative roles
- Strong organizational and leadership skills
- Excellent communication and interpersonal abilities
- Proficiency in MS Office Suite and office management software
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and problem-solving skills.