Office Supervisor

Victoria Street Dental Centre

Job ID
48219

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LOCATION	DATE POSTED	EXPIRY DATE
Tweed, Tweed, ON | Ontario	14-11-2025	09-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 hourly / 35 to 40 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Send your CV to: victoriastreetdentalcentre@gmail.com

Position Available: 1

Youth, newcomers and indiginous people are welcome to apply

Job Description

Oversee daily workflows by assigning tasks, coordinating activities, and evaluating completed work.

Train team members on operational procedures, company policies, and job?specific responsibilities.

Troubleshoot operational issues, offer technical guidance, and suggest improvements to enhance efficiency and product quality.

Monitor equipment performance and ensure all machinery operates safely and effectively.

Arrange necessary repairs and maintenance to keep equipment and facilities in optimal condition.

Prepare, compile, and submit required reports and documentation.

Collaborate with other departments or work units to maintain seamless operations.

Request and manage inventory of materials, supplies, and equipment as needed.

Develop and maintain work schedules and standardized procedures for the team.

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