

Administrative Officer

Labrador Dental Clinic

Job ID
50482

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LOCATION	DATE POSTED	EXPIRY DATE	
2 Bowell Street, Goose Bay, NL Newfoundland and Labrador	16-06-2026	13-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.00 per hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Overview

We are seeking a highly organized and detail-oriented Administrative Officer to join our team. The ideal candidate will possess strong leadership and communication skills, with a proven ability to manage multiple tasks efficiently. This role requires proficiency in various Microsoft Office applications and a solid understanding of administrative processes. As an Administrative Officer, you will play a crucial role in supporting our operations and ensuring the smooth functioning of the office.

Job Types: Full-time, Permanent

Work Location: In person

(Email Resume together with Cover letter to : dentalcliniclabrador@gmail.com)

Job Description

Responsibilities

Implement new administrative procedures

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

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

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

Plan and control budget and expenditures

Requirements

Proven administrative experience with strong organizational skills.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with SharePoint and Microsoft Access.

Excellent communication skills in English; proficiency in French is a plus.

Strong analysis skills with attention to detail for accurate reporting.

Ability to manage time effectively while prioritizing tasks in a fast-paced environment.

Demonstrated writing skills for clear documentation and correspondence.

Strong negotiation skills to facilitate procurement processes when necessary. Join our team as an Administrative Officer where your expertise will contribute significantly to our operational success. We look forward to welcoming a dedicated professional who thrives in a collaborative environment.