

Administrative Officer

Labrador Dental Clinic

Job ID

37858

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LOCATION	DATE POSTED	EXPIRY DATE	
2 Bowell Street, Goose Bay, NL Newfoundland and Labrador	12-08-2025	13-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Types: Full-time, Permanent

Benefits:

- Dental care
- On-site parking
- Paid time off

Work Location: In person

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

Job Description

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.

Responsibilities

- Manage day-to-day administrative tasks, including filing and records management.
- Utilize Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook to create documents, spreadsheets, and presentations.
- Maintain databases and ensure accurate data entry for efficient record-keeping.
- Provide exceptional customer service by addressing inquiries and resolving issues promptly.
- Prepare reports and conduct analysis to support decision-making processes.

Facilitate effective communication within the team and with external stakeholders.

Organize meetings, prepare agendas, and take minutes as required.

Support leadership in strategic planning and operational initiatives.

Schedule and confirm appointments and meetings of employer

Answer telephone and electronic inquiries and relay telephone calls and messages

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.

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