Office Manager

Job ID
41721

Lekker Food Distributors Ltd.

VIEW THIS JOB ONLINE: https://www.firstnationsjob.com/jobs/41721

LOCATION	DATE POSTED	EXPIRY DATE
2670 Wilfert Road, Victoria, BC| British Columbia	25-11-2026	24-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $40.00 per hour	2 years to less than 3 years	College/CEGEP

Job Details

Lekker Foods Distributors Ltd. is seeking an Officer Manager to join their team in Victoria.

Permanent, full-time, 40 hours per week (8am to 4pm, Monday to Friday), $40.00 per hour.

Benefits include: Extended health and dental care, paid time off, and life insurance.

How to Apply:
* Please do not call or apply in person.

Please email your resume to: jobs@lekkerfoods.com

OR

Mail your resume to:

Lekker Foods Distributors Ltd.
2670 Wilfert Road
Victoria, British Columbia
V9B 5Z3

* Please indicate whether you are a Canadian/Permanent Resident or a Refugee Claimant with a valid Work Permit.

Job Description

Duties:
• Oversee and coordinate office administrative procedures
• Review, evaluate, and implement new procedures
• Establish work priorities and ensure deadlines are met and procedures are followed
• Coordinate and plan for office services, such as flights and accommodation, office supplies, and equipment repair and maintenance

• Assist in preparation of operating budget and maintain inventory and budgetary controls
• Develop, maintain, and enforce all office policies and training manuals
• Work with other company managers and directors for continuous improvement
• Create an office work environment, in all offices, that allows Lekker employees from all departments to work together in harmony.
• Manage the CSR Department and maintain their job description and work schedule
• Manage the HR Coordinator and maintain their job description and work schedule
• Hire, train, manage, coach, encourage and motivate all team members working in the departments you manage
• Discipline and dismiss employees in your departments when necessary
• Perform on-boarding and off-boarding tasks for employees and departments you oversee
• Ensure all Lekker policies and procedures are followed with respect to filing and record keeping.
• Maintain a clean and hygienic work environment in all our offices and the lunchroom
• Manage the office cleaning company's work for all Lekker offices
• Ensure office equipment such as printers, phones and computers are always working.
• Manage all office repairs and maintenance.
• Organize and maintain office supplies, and place orders when required
• Maintain office hours schedule and ensure at least two people man the office during the hours the offices are open.
• Oversee and announce stat holiday schedule for the company at least 3 weeks in advance
• Oversee the employee birthday calendar
• Report payroll hours for all office staff on payroll weeks
• Perform the weekly cleanup function in Distributec
• Organize and approve all credit notes and credit requests
• Follow up on all incorrectly written credit notes and credit requests
• Maintain credit note KPIs
• Oversee the ordering of supplies for the whole company
• Manage the petty cash box and report as required
• Maintain MyLekker
• Maintain OneLekker
• Maintain the Lekker group emails lists
• Training new employees on Lekker ERP
• Onboarding new Victoria employees
• Create and enforce company policies in the Lekker offices
• Create company forms as required
• Book flights and hotels for all company business trips

Requirements:
• Completion of a college or university program in business, office administration or related field is required;
• At least 2 years of previous work experience in office management is required;
• Previous working experience in a warehouse or related industry is an asset;
• Working knowledge of Microsoft Office Suite products (Word, Excel, Outlook) is required;
• Must be available on-site 5 days per week (no remote option);
• English language skills are required.

Downloaded from firstnationsjob.com on 26-11-2026