



Posted July 14, 2026

Office Administrator – Full-Time-Term

Peguis Free Spirits Child Care Centre is seeking a motivated, organized, professional Office Administrator to support the daily operations of our child care Centre. This position plays an essential role in ensuring the efficient administration of services health & safety check lists, maintenance of office, staff and children files, providing general administrative support, and directing people to the appropriate personnel including additional duties based on centre needs while supporting children, families, and staff.

Responsibilities

- Respond to and direct phone calls, emails, and visitor inquiries.
- Maintain confidential child, family, staff, and centre records.
- Assist with enrolment, registration, and waitlist management.
- Prepare correspondence, reports, meeting minutes, and other documentation.
- Support payroll, attendance tracking, and staff scheduling.
- Maintain office filing systems and databases.
- Order and track office supplies and equipment.
- Assist with funding reports and program documentation.
- Provide administrative support to the Director and centre staff.

Qualifications Required

- High School Diploma or equivalent.
- Strong knowledge of Microsoft Office (Word, Excel, Outlook).
- Excellent organizational and communication skills.
- Ability to prioritize tasks and work independently.
- Strong attention to detail and confidentiality.

Preferred

Certificate or Diploma in Office Administration, Business Administration, or a related field.
Previous administrative experience in a child care, education, or community organization.
Knowledge of child care administration and reporting requirements.

What We Offer

- ❖ Competitive starting wage of \$18.15/hour.
- ❖ Supportive and team-oriented work environment.
- ❖ Professional development opportunities.
- ❖ Opportunity to contribute to the growth and success of children and families within the community.

How to Apply

Interested applicants are invited to submit:

- ✓ Cover Letter
- ✓ Resume
- ✓ Three Professional References
- ✓ Child & Adult Abuse registry check
- ✓ Be willing to undergo a Hair drug test sample

Email Applications To: DayCare.DIR@peguis.ca Application Deadline: Open Until Filled

Peguis Free Spirits Child Care Centre encourages applications from qualified individuals of all backgrounds and is committed to fostering an inclusive and respectful workplace. Preference may be given to qualified First Nations applicants.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



March 5, 2026

Is seeking:

Office Manager

For a Full-time 10-month term from September 2026 to June 2027

The Office Manager supports the Daycare Director by coordinating administrative operations, maintaining organized systems, and ensuring smooth communication between staff, families, and the community. This role blends office management, administrative assistance, and frontline support in a childcare environment.

Applicant required to have:

- Friendly, approachable, and supportive with families and staff.
- Organized, reliable, and able to work independently.
- Comfortable in a childcare environment with frequent activity and interruptions.
- Problem-solver with a calm, solutions-focused approach.
- Updated clear child & adult abuse registry check
- Updated clear criminal record check
- Current First Aid/Child CPR Certificate (or willing to take training)

Applicant must be able to:

- Manage daily office operations, including reception, scheduling, and responding to inquiries from parents and community members.
- Support the Daycare Director with administrative tasks such as correspondence, reporting, and document preparation.
- Maintain accurate records, files, attendance logs, and licensing documentation.
- Assist with staff scheduling, timesheet collection, and onboarding paperwork.
- Coordinate meetings, training sessions, and communication with families.
- Manage office supplies, equipment, and vendor relationships.
- Support financial tasks such as invoicing, fee tracking, and purchase orders.
- Ensure compliance with daycare policies, safety standards, and regulatory requirements.
- Maintain a welcoming, organized, and confidential office environment.

Qualifications

- Experience in office administration, office management, or administrative assistant roles.
- Strong communication and interpersonal skills, especially with families and staff.
- Proficiency with Microsoft Office and general office software.
- Ability to multitask and manage competing priorities in a busy childcare setting.
- Knowledge of early childhood programs or daycare operations is an asset.
- High level of professionalism, confidentiality, and attention to detail.

Employee benefits:

- Priority for a childcare space
 - Paid training opportunities
 - Staff well-being initiatives & appreciation events
 - For IA clients, benefits may still continue
- Starting wage **\$8.15** per hour or based on credentials, experience.

Interested applicants must submit (1) resume, (2) cover letter, (3) three references, including recent or current employer, through email to: Daycare.DIR@peguis.ca

For more information, please feel free to call the centre @ 204-645-3677

Posted until filled

We thank you for your interest; however, only qualified candidates will be selected for an interview