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FULL TIME JOB OPPORTUNITY

Posted on November 1, 2025

Job Location: Port Coquitlam, BC

Job Expires: 2026-04-30

Salary: \$36.60

Hours Per Week: 30 to 40

Job Title

Office Manager – Licensed Montessori Childcare Centre

Employer

BC1000716 dba Lions Park Montessori Ltd.

Location

Port Coquitlam, BC

On-site position (no remote work option)

Employment Type

Permanent, full-time

30 to 40 hours per week (minimum 30 guaranteed)

Wage

\$36.60 per hour

Benefits as per company policy

Start Date

As soon as possible

Job Description

Lions Park Montessori Ltd., a licensed early learning and childcare centre in Port Coquitlam, BC, is seeking a full-time Office Manager to oversee and coordinate administrative and operational functions of the centre. This position plays a critical role in ensuring compliance with childcare licensing requirements, maintaining accurate records, supporting payroll administration, and coordinating office procedures in a regulated childcare environment.

The Office Manager is responsible for ensuring that administrative systems support the day-to-day



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operation of the centre while meeting provincial regulatory and privacy obligations.

Key Responsibilities

Review, implement, and improve administrative policies and office procedures

Oversee and coordinate daily office operations in a licensed childcare setting

Administer and maintain confidential student, staff, and parent records in compliance with privacy legislation

Coordinate enrollment documentation, fee administration, and parent contracts

Oversee payroll administration and support scheduling and staffing coordination

Delegate and supervise work of office support staff, where applicable

Liaise with management to support compliance with provincial childcare licensing and reporting requirements

Prepare internal reports and assist management with operational planning

Ensure timely handling of correspondence, documentation, and record retention

Requirements

Secondary school graduation certificate required

Minimum 1 to 2 years of experience in office administration or office management

Experience in a regulated environment (childcare, education, healthcare, or similar) is a strong asset

Demonstrated experience with payroll coordination, records management, and administrative compliance

Strong organizational, communication, and time-management skills

Ability to handle confidential information with discretion and accuracy

Proficiency in Microsoft Office and office management systems

Work Conditions

Work must be completed on-site at the childcare centre

Ability to manage multiple priorities in a fast-paced, regulated environment

Who Can Apply

You may apply if you are:

A Canadian citizen

A permanent resident of Canada

A temporary resident of Canada with a valid work permit

Applicants must be legally authorized to work in Canada. The employer will not respond to applications from individuals who are not authorized to work in Canada.

How to Apply

Interested candidates are invited to apply by submitting their resume through the platform where this job is posted and via email at lionsparkmontessori@gmail.com, please put in Job title in the subject

