



## operations supervisor

**Posted by:** Lathiya and Patel Dentistry Professional Corporation

**Posting date:** 05-Jul-2025      **Closing date:** 01-Jan-2026

**Education:** College/CEGEP

**Language:** English

**Job location:** London

**Salary:** \$36 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3277638

## Job description:

### Tasks

Train workers in duties and policies

Prepare and submit reports

Ensure smooth operation of equipment

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

- Co-ordinate activities with other work units or departments
- Offer mentoring
- Consult with clients after sale to provide ongoing support
- Establish work schedules and procedures
- Review and examine insurance claims

### **Supervision**

5-10 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

## **Additional information**

### **Personal suitability**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [lathiyaandpateldentistry@gmail.com](mailto:lathiyaandpateldentistry@gmail.com)

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