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OFFICE COORDINATOR (NOC: 13100)

Posted by: BOLA HEALTHCARE SERVICE INC

Posting date: 23-Oct-2024 **Closing date:** 21-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: North York

Salary: \$34.10 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: ABOJ2576882

Job description:

OFFICE COORDINATOR (NOC: 13100)

Posted on by BOLA HEALTHCARE SERVICE INC on October 17, 2024

JOB DETAILS

Location

North York, ON M3N 2S5

Salary

\$34.10/ 30 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Morning, Overtime

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely

Work setting

Private sector

RESPONSIBILITIES

Tasks

- Establish work priorities and ensure procedure are followed and deadlines are met
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations

- Coordinate the flow of information within the team
- Co-ordinate and schedule activities

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Office

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent written communication
- Organized
- Ability to multitask

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

bolahealthcare-careers@post.com