



Office Coordinator (NOC: 13100)

Posted by Condor Security Inc.

Posting Date : 18-Feb-2025

Closing Date : 17-Aug-2025

Location : North York

Salary : \$26.95 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4605292

Job Description:

OFFICE COORDINATOR (NOC: 13100)

Posted on by Condor Security Inc on August 19, 2024

Reposted on December 17, 2024

JOB DETAILS

Location

4610 Dufferin Street, Suite 1B, North York, Ontario M3H 5S4

Salary

\$26.95 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent Employment

Full Time

Shifts

Day, Evening, Night, Overtime, Weekend

Start Date

Starts as soon as possible

Vacancies

1 Vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On Site

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

Work Setting
Security Guard Agency

RESPONSIBILITIES

Tasks

Implement new administrative procedures
Review and evaluate new administrative procedures
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
Assemble data and prepare periodic and special reports, manuals and correspondence
Perform data entry
Oversee and co-ordinate office administrative procedures
Requisition or order materials, equipment and supplies
Prepare and submit progress and other reports
Co-ordinate activities with other work units or departments
Supervise, co-ordinate and schedule (and possibly review) activities of workers
Establish work schedules and procedures

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

Electronic mail
Spreadsheet
MS Windows

Additional information

Security and Safety

Criminal record check

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 oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask

Adaptability

Integrity

Team player

Initiative

Judgement

BENEFITS

Health Benefits

Health care plan

Other Benefits

Free parking available

WHO CAN APPLY TO THIS JOB?

Only apply to this job if:

- **You are a Canadian citizen, a permanent or a temporary resident of Canada.**
- **You have a valid Canadian work permit.**

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

HOW TO APPLY

By applying directly on the Job Bank (Direct Apply)

By Email

condor.opportunities@post.com

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: condor.opportunities@post.com

Posted On Aboriginaljobsincanada.Com