



OFFICE COORDINATOR (NOC: 13100)

Posted by Wonderland Daycare

Posting Date : 20-Mar-2026

Closing Date : 16-Sep-2026

Location : Concord

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4536907

Job Description:

OFFICE COORDINATOR (NOC: 13100)

Posted by Wonderland Daycare on March 20, 2026

JOB DETAILS

Location:

1301 Alness Street

Concord, ON L4K 1E8

Salary

\$36.00 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Shift

Morning, Day

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

College/CEGEP

Experience

1 to less than 7 months

On site

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

Work setting

Daycare

RESPONSIBILITIES

Tasks

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- 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
- Co-ordinate activities with other work units or departments
- Prepare and submit progress and other reports
- Establish work schedules and procedures

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

Electronic mail

MS Outlook

MS Office

Spreadsheet

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 oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability
- Values and ethics
- Integrity
- Team player

Personal suitability

- Other benefits

Who can apply for 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 email

wonderlanddaycare-careers@post.com

By mail

1301 Alness Street

Concord, ON L4K 1E8

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: wonderlanddaycare-careers@post.com

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