



JOBS IN CANADA

# OFFICE COORDINATOR (NOC: 13100)

Posted by Canadian Business Immigration Services Ltd.

**Posting Date :** 26-Sep-2024

**Closing Date :** 25-Mar-2025

**Location :** Toronto

**Salary :** \$27 Per Hour

## Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ4676805

## Job Description:

**OFFICE COORDINATOR (NOC: 13100)**

Posted on June 20, 2024 by Canadian Business Immigration Services Ltd.

### JOB DETAILS

**Location**

4610 Dufferin Street, Suite Unit 205

North York, Ontario M3H 5S4

**Salary**

\$27.00 hourly / 30 hours per Week

**Terms of employment**

Permanent employment

**Full time**

Day, Morning

**Start date**

Starts as soon as possible

**Benefits:**

Health benefits

**Vacancies**

2 vacancies

**OVERVIEW**

**Languages**

English

**Education**

College/CEGEP

## **Experience**

1 to less than 7 months

## **Work setting**

Private sector

Consulting firm

## **RESPONSIBILITIES**

### **Tasks**

- Review, evaluate and implement 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

### **Experience and specialization**

Computer and technology knowledge

Electronic mail

MS Office

MS Outlook

## **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
- Integrity
- Team player

## **BENEFITS**

### **Health benefits**

Health care plan

## **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 on Job Bank (Direct Apply)

### **By email**

[cbis-careers@consultant.com](mailto:cbis-careers@consultant.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: [cbis-careers@consultant.com](mailto:cbis-careers@consultant.com)**

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