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OFFICE COORDINATOR (NOC: 13100)

Posted by: Canadian Business Immigration Services Ltd.

Posting date: 26-Sep-2024 **Closing date:** 25-Mar-2025

Education: College/CEGEP

Language: English

Job location: Toronto

Salary: \$27 Per Hour

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

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