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## Office co-ordinator

**Posted by:** ATR TRUCK REPAIR LTD.

**Posting date:** 29-May-2024      **Closing date:** 25-Nov-2024

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Delta

**Salary:** \$29 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2821810

## Job description:

### Tasks

- 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Oversee and co-ordinate office administrative procedures

### Personal suitability

- Efficient interpersonal skills

Flexibility  
Organized  
Reliability