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## Administrative Services Coordinator

**Posted by:** Imperial Fire & Safety Inc.

**Posting date:** 06-Jun-2024      **Closing date:** 03-Dec-2024

**Education:** Bachelor's degree

**Language:** English

**Job location:** Surrey

**Salary:** \$28.85 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3060545

### Job description:

Responsibility:

- Supervise and ordinate office administrative procedures and enhancement of new procedures.
- Prioritize tasks, assign responsibilities to support installers, and ensure all projects are done before deadlines and procedures are followed.
- Administer policies and procedures related to bylaws and regulations in fire protection and related systems.
- Plan and coordinate installers for various projects, including accommodation arrangements, equipment procurement, supply management, and security protocols.
- Conduct analyses and oversee administrative operations related to budgeting, contracting, project planning and management.
- Assist in the preparation of operating budgets and maintain inventory and budgetary controls to ensure financial accountability.

- Compile data and prepare periodic and specialized reports, manuals, and correspondence as required.
- Provide supervision and guidance to records management technicians and related personnel as necessary.

**Requirement:**

- A Bachelor's degree, major in business or public administration may be preferred.
- Experience related to office administration is required, Canadian work experience is preferred.
- First Aid Certificate is required; RFPT-EX Certifications are required, including Registered Fire Protection Technician (RFPT), and Portable fire extinguishers (EX)
- Proficiency in office software applications, including word processing, spreadsheets, and databases.
- Strong project coordination skills with the ability to prioritize tasks and manage multiple responsibilities effectively.