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Office Coordinator (NOC: 13100)

Posted by: Condor Security Inc.

Posting date: 19-Aug-2024 **Closing date:** 15-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: North York

Salary: \$26.95 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ1428484

Job description:

OFFICE COORDINATOR (NOC: 13100)

Posted on by Condor Security Inc on August 19, 2024

JOB DETAILS

Location

4610 Dufferin Street, Suite 1B, North York, Ontario M3H 5S4

Salary

\$26.95 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent Employment

Full Time

Shifts

Day, Evening, Night, Overtime, Weekend

Start Date

Starts as soon as possible

Vacancies

1 Vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On Site

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

Work Setting

Security Guard Agency

RESPONSIBILITIES

Tasks

Implement new administrative procedures

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Oversee and co-ordinate office administrative procedures

Requisition or order materials, equipment and supplies

Prepare and submit progress and other reports

Co-ordinate activities with other work units or departments

Supervise, co-ordinate and schedule (and possibly review) activities of workers

Establish work schedules and procedures

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

Electronic mail

Spreadsheet

MS Windows

Additional information

Security and Safety

Criminal record check

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

Adaptability

Integrity

Team player

Initiative

Judgement

BENEFITS

Health Benefits

Health care plan

Other Benefits

Free parking available

WHO CAN APPLY TO THIS JOB?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

HOW TO APPLY

By applying directly on the Job Bank (Direct Apply)

By Email

condor.opportunities@post.com