

canadianjobportal.com

Office Service Coordinator

Posted by: Kern BSG

Posting date: 27-Aug-2024 **Closing date:** 23-Feb-2025

Education: University degree or college diploma in business or public administration.

Language: English

Job location: Burnaby

Salary: \$25 Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ1290938

Job description:

Job Description

- Administer and coordinate office administrative procedures, such as billing, reviewing quotes, and physical file system management.
- Evaluate and implement new procedures from special clients' work orders to improve efficiency, i.e., forward special instructions from clients to dispatch and technicians.
- Determine work priorities, delegate work to office support staff, such as providing information for dispatch to schedule technicians.
- Ensure target dates are met and procedures are followed, by communicating with service/project teams regarding recommendations, tools, budgets.
- Coordinate and arrange service work orders, project work orders, such as sourcing materials, equipment, and supplies.

- Analyze and oversee administrative operations related to budgeting, contracting and project planning and management processes, i.e., reviewing costs of time and material work orders and issuing invoices.
- Preparation of operating budget and maintain inventory and budgetary controls, such as establishing quotes for projects.
- Organize data and prepare special reports and correspondence, such as service reports and respond to clients' inquiries.

Requirement

- Completed secondary school.
 - Preferably with university degree or college diploma in business or public administration.
 - Experience in a senior clerical or executive secretarial position related to office administration would provide advantage.
- Experience in the Mechanical or Construction industry is considered an asset.

The Service Coordinator is a team player who can also work independently with minimal supervision. He/She demonstrates professional customer service skills, time management skills and a strong ability to multitask and prioritize.