



## **Office Coordinator (NOC: 13100)**

**Posted by:** Condor Security Inc.

**Posting date:** 18-Feb-2025      **Closing date:** 17-Aug-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:** CAJ3475478

## **Job description:**

### **OFFICE COORDINATOR (NOC: 13100)**

**Posted on by Condor Security Inc on August 19, 2024**

Reposted on December 17, 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](mailto:condor.opportunities@post.com)**

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [condor.opportunities@post.com](mailto:condor.opportunities@post.com)**

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