



## Office Coordinator

**Posted by:** Wonderland Child Care Center

**Posting date:** 01-Dec-2025      **Closing date:** 30-May-2026

**Education:** College/CEGEP

**Language:** English

**Job location:** Concord

**Salary:** \$36.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1675323

## Job description:

### JOB DETAILS

**Location:** 1301 Alness Street, Concord, ON, L4K 1E8

**Salary:** 36.00 hourly / 30 hours per week

**Terms of Employment:**

Permanent employment

Full time

**Shift:**

Morning, Day

**Start date:**

Starts as soon as possible

**Vacancies:**

1 vacancy

**Overview**

**Languages:** English

**Education:** College/CEGEP

**Experience:** 1 to less than 7 months

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

**Work setting:** Private sector

**RESPONSIBILITIES**

**Tasks:**

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- 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
- Prepare and submit progress and other reports
- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments

**EXPERIENCE AND SPECIALIZATION**

**Computer and technology knowledge:**

- Electronic mail
- Spreadsheet
- MS Office
- MS Outlook

**ADDITIONAL INFORMATION**

**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
- Time management
- Integrity
- Team player
- Values and ethics

**HOW TO APPLY**

**Direct Apply**

By applying directly to Job Bank (Direct Apply)

**By email:**

wonderlanddaycare-careers@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: [wonderlanddaycare-careers@post.com](mailto:wonderlanddaycare-careers@post.com)

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