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## OFFICE COORDINATOR (NOC: 13100)

**Posted by:** Canadian Business Immigration Services Ltd.

**Posting date:** 26-Sep-2024      **Closing date:** 25-Mar-2025

**Education:** College/CEGEP

**Language:** English

**Job location:** Toronto

**Salary:** \$27 Per Hour

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

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2021724

### Job description:

#### OFFICE COORDINATOR (NOC: 13100)

Posted on June 20, 2024 by Canadian Business Immigration Services Ltd.

#### JOB DETAILS

##### Location

North York, Ontario M3H 5S4

##### Salary

\$27.00 hourly / 30 hours per Week

##### Terms of employment

Permanent employment

##### Full time

Day, Morning

**Start date**

Starts as soon as possible

**Benefits:**

Health benefits

**Vacancies**

2 vacancies

**OVERVIEW**

**Languages**

English

**Education**

College/CEGEP

**Experience**

1 to less than 7 months

**Work setting**

Private sector

Consulting firm

**RESPONSIBILITIES**

**Tasks**

- Review, evaluate and implement 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

### **Experience and specialization**

Computer and technology knowledge

Electronic mail

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
- Ability to multitask
- Time management
- Adaptability
- Integrity
- Team player

### **BENEFITS**

#### **Health benefits**

Health care plan

### **WHO CAN APPLY TO THIS JOB?**

#### **The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

### **HOW TO APPLY**

#### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

#### **By email**

[cbis-careers@consultant.com](mailto:cbis-careers@consultant.com)