



---

# OFFICE COORDINATOR (NOC: 13100)

**Posted by:** BOLA HEALTHCARE SERVICE INC

**Location:** North York

**Salary:** \$34.10 Per Hour

---

## Job Details

---

**Job ID**

NCJ3248046

---

**Posting Date :** 23-Oct-2024

---

**Expiry Date :** 21-Apr-2025

---

**Education :** Secondary (high) school graduation certificate

---

**Language :** English

---

**Vacancies :** 1

---

**Years of Experience :** 1 year

---

**Job Type :** Full Time

---

## Job Description

### OFFICE COORDINATOR (NOC: 13100)

Posted on by BOLA HEALTHCARE SERVICE INC on October 17, 2024

#### JOB DETAILS

**Location**

North York, ON M3N 2S5

### **Salary**

\$34.10/ 30 hours per Week

### **TERMS OF EMPLOYMENT**

#### **Permanent employment**

Full time

#### **Shift**

Day, Morning, Overtime

#### **Start date**

Starts as soon as possible

#### **Vacancies**

1 vacancy

### **OVERVIEW**

#### **Languages**

English

#### **Education**

Secondary (high) school graduation certificate

#### **Experience**

1 year to less than 2 years

#### **On site**

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

## **Work setting**

Private sector

## **RESPONSIBILITIES**

### **Tasks**

- Establish work priorities and ensure procedure are followed and deadlines are met
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Coordinate the flow of information within the team
- Co-ordinate and schedule activities

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Excel
- MS Office

## **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 written communication

- Organized

- Ability to multitask

### **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 to Job Bank (Direct Apply)

#### **By email**

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

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**