

Office Coordinator

Posted by: Wonderland Child Care Center

Location: Concord

Salary: \$36.00 Per Hour

Job Details

Job ID

NCJ3265145

Posting Date: 01-Dec-2025

Expiry Date: 30-May-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Years of Experience: 1 year

Job Type: Full Time

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
<u>Overview</u>
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 refrence letter from your previous employer to the following email: wonderlanddaycare-careers@post.com

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