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# OFFICE COORDINATOR (NOC: 13100)

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

**Location:** Toronto

**Salary:** \$27 Per Hour

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## Job Details

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**Job ID**

NCJ3730119

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**Posting Date :** 26-Sep-2024

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**Expiry Date :** 21-Sep-2025

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**Education :** College/CEGEP

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**Language :** English

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**Vacancies :** 2

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

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**Job Type :** Full Time

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## Job Description

### OFFICE COORDINATOR (NOC: 13100)

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

#### JOB DETAILS

**Location**

4610 Dufferin Street, Suite Unit 205

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

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

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