

OFFICE COORDINATOR (NOC: 13100)

Posted By: Canadian Business Immigration Services Ltd.

Location: Toronto

Salary: \$27 Per Hour

JOB ID : RJ5753537

Posting Date : 26-Sep-2024

Expiry date : 21-Sep-2025

Education : College/CEGEP

Language : English

Vacancies : 2

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

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

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

Posted on refugeejobportal.com