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## OFFICE COORDINATOR (NOC: 13100)

Posted by BOLA HEALTHCARE SERVICE INC

### Job Details

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

**Closing Date:** 21-Apr-2025

**Location:** North York

**Salary:** \$34.10 Per Hour

### Job Requirements

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

**Language:** English

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ2434736

### 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 form:**

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)