



# OFFICE COORDINATOR (NOC: 13100)

**Posted by:** Wonderland Daycare

**Location:** Concord

**Salary:** \$36.00 Per Hour

**Job ID:** YJ6822924

**Posting Date:** 20-Mar-2026

**Expiry Date:** 16-Sep-2026

**Education:** College/CEGEP

**Language:** English

**Vacancies:** 1

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

**Job Type:** Full Time

## Job Description

### OFFICE COORDINATOR (NOC: 13100)

Posted by Wonderland Daycare on March 20, 2026

## **JOB DETAILS**

### **Location:**

1301 Alness Street  
Concord, ON L4K 1E8

### **Salary**

\$36.00 hourly / 40 hours per week

## **Terms of employment**

### **Permanent employment**

Full time

### **Shift**

Morning, Day

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **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**

Daycare

## **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
- Co-ordinate activities with other work units or departments
- Prepare and submit progress and other reports
- Establish work schedules and procedures

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

Electronic mail

MS Outlook

MS Office

Spreadsheet

## **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
- Values and ethics
- Integrity
- Team player

### **Personal suitability**

- Other benefits

### **Who can apply for 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 email**

wonderlanddaycare-careers@post.com

#### **By mail**

1301 Alness Street

Concord, ON L4K 1E8

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

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