



## **OFFICE COORDINATOR (NOC: 13100)**

**Posted by BOLA HEALTHCARE SERVICE INC**

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

**Closing Date :** 18-Oct-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:** DISJ7370846

### **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 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 to Job Bank (Direct Apply)

#### **By email**

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

**Posted on Disabled job Portal**