

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

Posted by DREAM MASSAGE

Posting Date: 09-May-2025

Closing Date: 05-Nov-2025

**Location:** Red Deer

Salary: \$35.40 Per Hour

## **Job Requirements**

• **Education**: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

• Language: English

• Years of Experience: 1 year

• Vacancy: 1

Job Type: Full TimeJob ID: DISJ2177694

## **Job Description:**

OFFICE COORDINATOR (NOC: 13100)
Posted on May 09, 2025, by DREAM MASSAGE
JOB DETAILS
Location:
Red Deer, Alberta T4N 4N7
Salary
\$ 35.40 hourly/30 hours per Week
Terms of employment
Permanent employment
Full time
Day, Weekend

Vacancies 1 vacancy  OVERVIEW  Languages  English  College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
1 vacancy  OVERVIEW  Languages  English  Education  College, CEGEP or other non-university certificate or diploma from a program of 1 year
1 vacancy  OVERVIEW  Languages  English  Education  College, CEGEP or other non-university certificate or diploma from a program of 1 year
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Experience
1 year to less than 2 years
Morte catting
Work setting

On site

Work must be completed at the physical location. There is no option to work remotely.

#### **RESPONSIBILITIES**

#### Tasks

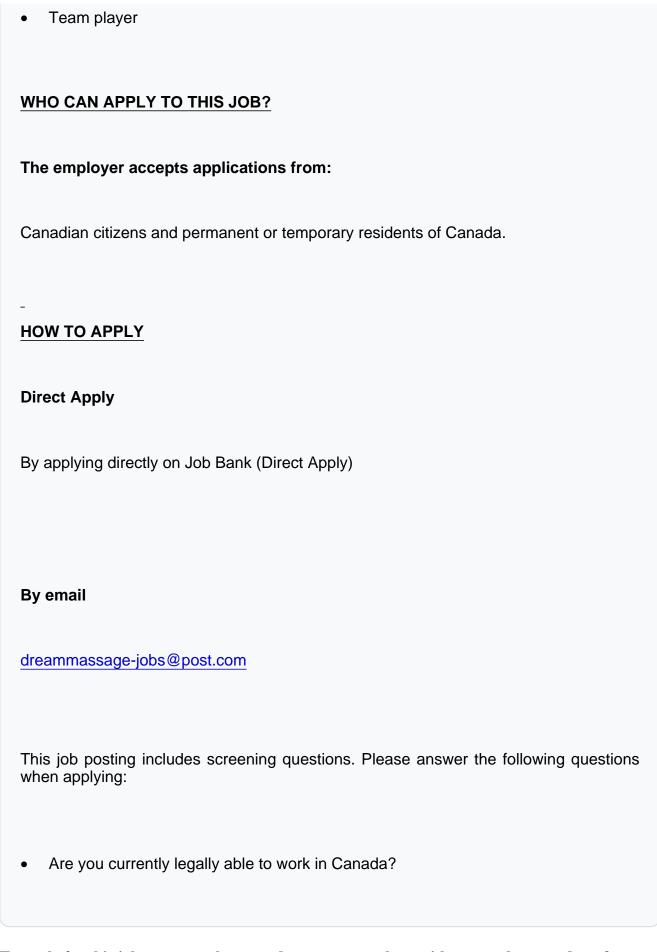
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate

#### ADDITIONAL INFORMATION

#### Work conditions and physical capabilities

Ability to work independently

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Large workload
Personal suitability
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
• Flexibility
Organized
• Reliability
Ability to multitask
Time management
Adaptability
• Integrity



To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: dreammassage-jobs@post.com

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