



OFFICE COORDINATOR (NOC: 13100)

Posted by DREAM MESSAGE

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 Time
- **Job ID:** DISJ2177694

Job Description:

OFFICE COORDINATOR (NOC: 13100)

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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

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW**Languages**

English

Education

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

Experience

1 year to less than 2 years

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

- Team player

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

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HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

dreammassage-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

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: dreammassage-jobs@post.com

Posted on Disabled job Portal