



## **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)

Posted on May 09, 2025, by DREAM MESSAGE

## 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](mailto: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](mailto:dreammassage-jobs@post.com)**

**Posted on Disabled job Portal**