



Office Coordinator

Posted by Wonderland Child Care Center

Posting Date : 01-Dec-2025

Closing Date : 30-May-2026

Location : Concord

Salary : \$36.00 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3910270

Job Description:

JOB DETAILS

Location: 1301 Alness Street, Concord, ON, L4K 1E8

Salary: 36.00 hourly / 30 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: Private sector

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
- Prepare and submit progress and other reports

- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge:

- Electronic mail
- Spreadsheet
- MS Office
- MS Outlook

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
- Time management
- Integrity
- Team player
- Values and ethics

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email:

wonderlanddaycare-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: wonderlanddaycare-careers@post.com

Posted on Disabled job Portal