



OFFICE COORDINATOR (NOC: 13100)

Posted by: DREAM MASSAGE

Posting date: 09-May-2025 **Closing date:** 05-Nov-2025

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

Language: English

Job location: Red Deer

Salary: \$35.40 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4023324

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

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.

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 [canadianjobportal.com](https://www.canadianjobportal.com)