



# OFFICE COORDINATOR (NOC: 13100)

Posted by Wonderland Daycare

**Posting Date : 20-Mar-2026**

**Closing Date : 16-Sep-2026**

**Location : Concord**

**Salary : \$36.00 Per Hour**

## Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4536907

## Job Description:

### OFFICE COORDINATOR (NOC: 13100)

Posted by Wonderland Daycare on March 20, 2026

## **JOB DETAILS**

### **Location:**

1301 Alness Street

Concord, ON L4K 1E8

### **Salary**

\$36.00 hourly / 40 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**

Daycare

## **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
- Co-ordinate activities with other work units or departments
- Prepare and submit progress and other reports
- Establish work schedules and procedures

### **EXPERIENCE AND SPECIALIZATION**

#### **Computer and technology knowledge**

Electronic mail

MS Outlook

MS Office

Spreadsheet

### **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
- Ability to multitask
- Time management
- Adaptability
- Values and ethics
- Integrity
- Team player

### **Personal suitability**

- Other benefits

### **Who can apply for this job**

#### **The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada
- Other candidates, with or without a valid Canadian work permit

### **How to Apply**

Direct Apply

#### **By email**

wonderlanddaycare-careers@post.com

#### **By mail**

1301 Alness Street

Concord, ON L4K 1E8

**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](mailto:wonderlanddaycare-careers@post.com)**

**Posted On [Aboriginaljobsincanada.Com](http://Aboriginaljobsincanada.Com)**