

## #26-12 Office Coordinator (NOC13100)

### Job details

- Location: Carcross, YTY0B 1B0
- Work location: On site
- Salary: \$38.00 hourly / 35 hours per week
- Terms of employment: Permanent employment, Full time
- Daytime hours
- Starts as soon as possible
- Benefits: [Health benefits](#), [Financial benefits](#), [Long term benefits](#), [Other benefits](#)
- Vacancies: 1 vacancy
- Source Job Bank #3574003

### **Overview**

#### Languages

English

#### Education

- College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

#### Experience

1 to less than 7 months

#### On site

Work must be completed at the physical location. There is no option to work remotely.

### **Responsibilities**

#### Tasks

- Review and evaluate new administrative procedures
- 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures

## **Experience and specialization**

### **Computer and technology knowledge**

- Spreadsheet
- Accounting software
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Sage Accounting Software

### **Area of specialization**

- Accounting

## **Additional information**

### **Security and safety**

- Criminal record check

### **Transportation/travel information**

- Own transportation
- Own vehicle
- Valid driver's licence
- Public transportation is not available

### **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
- Team player

### **Benefits**

#### **Health benefits**

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

#### **Financial benefits**

- Gasoline paid
- Group insurance benefits
- Life insurance
- Pension plan
- Registered Retirement Savings Plan (RRSP)

**Long term benefits**

- Long-term care insurance
- Maternity and parental benefits
- Tax-Free Savings Account (TFSA)

**Other benefits**

- Free parking available
- On-site daycare available
- Paid time off (volunteering or personal days)
- Team building opportunities
- Parking available
- Variable or compressed work week

**Who can apply for this job?****You can apply if you are:**

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

**How to apply****Direct Apply**

By Direct Apply VIA Job Bank

**Additional ways to apply****By email**

[erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca)

**What you must include in your application:**

- Job reference number **#26-12 Finance Administrator (NOC 13100)**
- Cover letter

- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?
  - Do you have experience working in this field?
  - Do you have the required certifications listed in the job posting?
  - Do you meet the language requirements listed in the job posting?

**What might be required by the employer later in the hiring process:**

- Proof of the requested certifications
- Highest level of education and name of institution where it was completed