



# Office Coordinator

**Posted by:** Wonderland Child Care Center

**Location:** Concord

**Salary:** \$36.00 Per Hour

**Job ID:** YJ1504074

**Posting Date:** 01-Dec-2025

**Expiry Date:** 30-May-2026

**Education:** College/CEGEP

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## Job Description

**OFFICE COORDINATOR (NOC: 13100)**

Posted on November 20, 2025 by Wonderland Home Day Care Inc.

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

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