

Office services coordinator

Job ID
39800

Pb03 Logistics Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE	
1100 -1631 Dickson Avenue, Kelowna, BC British Columbia	23-04-2026	20-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$38.40	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Office services coordinator
Company: Pb03 Logistics Ltd.
Location: 1100 -1631 Dickson Avenue Kelowna, BC V1Y 0B5
Salary: \$38.40 / hour
Vacancies: 1 vacancy
Terms of employment: Permanent employment, Full time 30 to 40 hours / week
Start date: As soon as possible

Job requirements

Languages
English

Education
Secondary (high) school graduation certificate
Experience
1 to less than 7 months

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

Job Description

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

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Personal suitability : Flexibility, Organized, Reliability, Ability to multitask, Time management, Adaptability, Team player

How to apply

By email

jobs.pb03logisticsltd@hotmail.com

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