

Office Coordinator

LDS Immigration Services

Job ID

40181

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LOCATION	DATE POSTED	EXPIRY DATE	
890 Crace Street, Nanaimo, BC British Columbia	25-05-2026	21-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.00 hourly / 35 to 40 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Send your CV to: ldsimmigrationjobs@yahoo.com

Position available: 1

Youth, newcomers, indigenous people are welcome to apply.

Job Description

Coordinate day-to-day office operations by organizing administrative workflows, updating procedures, and introducing new process improvements.

Set priorities for the administrative team, assign tasks, and ensure all deadlines, standards, and organizational procedures are consistently met.

Manage administrative functions related to admissions for post-secondary programs, ensuring accurate processing and documentation.

Apply and oversee policies governing the release of information, including handling requests under access to information and privacy legislation.

Plan and coordinate a wide range of office services such as workspace allocation, relocations, equipment and supply management, asset disposal, parking arrangements, maintenance, and security.

Conduct operational analyses and supervise administrative activities connected to budgeting, contracting, and project planning and management.

Support the preparation of the operating budget while maintaining inventory controls and monitoring expenditures.

Compile data and produce scheduled and ad-hoc reports, manuals, correspondence, and other documentation.

May provide supervision and guidance to records management staff and related personnel.