

Office Co-ordinator

Job ID  
40941

Axon Cabinets Ltd.

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|                                                      |                   |                             |                                                                                       |
|------------------------------------------------------|-------------------|-----------------------------|---------------------------------------------------------------------------------------|
| LOCATION                                             | DATE POSTED       | EXPIRY DATE                 |                                                                                       |
| 6468 Beresford Street, Burnaby, BC  British Columbia | 25-08-2026        | 21-02-2027                  |                                                                                       |
| TYPE OF JOB                                          | SALARY            | MIN. EXPERIENCE             | MIN. EDUCATION                                                                        |
| Full Time                                            | CAD \$39 per hour | 1 year to less than 2 years | College, CEGEP or other non-university or diploma from a program of 1 year to 2 years |

Job Details

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience

1 year to less than 2 years

On site

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

Work setting

Private sector

Urban area

Job Description

Responsibilities

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Oversee and co-ordinate office administrative procedures

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

MS Excel

MS Office

MS Outlook

MS PowerPoint

MS Windows

Additional information

Transportation/travel information

Own transportation

Travel expenses not paid by employer

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Attention to detail

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability