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OFFICE COORDINATOR

Posted on April 16, 2026

Job Expires: 2026-10-17

Hours Per Week: \$28.00 to \$32.00

Diamond Accounts Inc located at 600 Bedford Highway suite 241 Halifax, NS, B3M 0P6, Canada is looking for an Office coordinator. The applicant is required to have at least 1 year of relevant experience or minimum degree/diploma in the relevant field. Pay per hour will be \$28.00 to \$32.00 hourly (To be negotiated) and this is a full-time position for at least 30-40 hours a week.

Some of the job duties are listed below which are not limited to:

- 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
- 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
- Train staff
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate
- Oversee payroll administration

Interested candidates can email their resumes at sanketvasa11062@gmail.com or mail them to 600 Bedford Highway suite 241 Halifax, NS B3M 0P6, Canada.

