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OFFICE COORDINATOR

Posted on April 16, 2026

Job Location: 230, 600 Bedford Highway, Halifax
Job Expires: 2026-10-17
Hours Per Week: $28.00 to $32.00

Diamond Accounts Inc located at suite 230, 600 Bedford Highway, Halifax, NS,B3M 0P6, 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 suite 230, 600 Bedford Highway, Halifax, NS,B3M 0P6 Canada.