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# ADMINISTRATIVE COORDINATOR

*Posted on May 24, 2024*

**Business Name:** Krystalite Gt Inc.

**Job Location:** North York

**Job Expires:** 2025-03-02

**Salary:** 29.00 hourly

**Hours Per Week:** 30 to 40 hours per week

Business Name: Krystalite Gt Inc.

Job Title: Administrative coordinator

Job Location: North York, ON, M3J 2P9

Wage: \$29.00/hr

Hours: 30 to 40 hours per week

Employment Terms: Permanent employment, Full time

Job Start Date: Starts as soon as possible

Vacancy: 1

Job Requirements

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Responsibilities:

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

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms,



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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

Train staff

Oversee and co-ordinate office administrative procedures

Plan and control budget and expenditures

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for Persons with Disabilities:

Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for Newcomers and Refugees:

Provide diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for Youths:

Provides awareness training to employees to create a welcoming work environment for youths

Support for Veterans:

Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people:

Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for Mature Workers:

Provides staff with awareness training to create a welcoming work environment for mature workers

Support for Visible Minorities:

Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.



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- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply:

By email

[careers.krystalite@gmail.com](mailto:careers.krystalite@gmail.com)

