



OFFICE COORDINATOR

Posted on April 16, 2026

Hours Per Week: \$28.00 to \$32.00

Work Location: 230, 600 Bedford Highway, Halifax

Job Expires: 2026-10-17

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.