



OFFICE COORDINATOR

Posted on July 20, 2026

Work Location: suite 230, 600 Bedford Highway, Halifax

Job Expires: 2027-01-16

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.