

Office coordinator

Summary

The Office coordinator is a versatile and hands-on professional responsible for supporting multiple business functions, including human resources, logistics, and inventory. This role plays a key part in ensuring the efficiency and collaboration with the head office.

Responsabilities

- Assist with onboarding and orientation of new employees;
- Organize and coordinate transportation for the employees to project sites;
- Support HR processes for recruitment;
- Assist injured employees in leaving the site;
- Keep the PPE and drilling inventory up to date at the office;

Qualifications

- College diploma or equivalent experience in administration, logistics, HR, or a related field;
- Minimum of 2–5 years of experience in a similar multifunctional role;
- Strong organizational and multitasking abilities;
- Excellent communication and interpersonal skills;
- Proficiency with Microsoft Office (Excel, Word, Outlook);
- Ability to work independently and adapt in a fast-paced environment.

Schedule

- 40h per week Monday to Friday;

Workplace

- Edmonton (Alberta)