

Office Coordinator

Simplicity Car Care Kingston

Job ID
10264

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/10264>

LOCATION	DATE POSTED	EXPIRY DATE	
791 Montreal St., Kingston, ON Ontario	27-07-2026	23-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$30.00 per hour	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Employer: Simplicity Car Care Kingston

Location: 791 Montreal St, Kingston, ON K7K 3J7

Work Location: On-site

Salary: \$30.00 per hour

Hours: 32-40 hours per week

Employment Type: Full-time, Temporary Contract (2 years)

About the Company

Simplicity Car Care Kingston provides professional automotive repair services and customer support solutions. We are seeking an organized and detail-oriented Office Coordinator to support administrative operations at our vehicle intake location and coordinate daily office activities.

Job Duties

- Coordinate daily administrative activities related to vehicle intake, customer documentation and service records.
- Establish work priorities, maintain schedules and ensure administrative procedures are followed.
- Maintain and update customer files, vehicle records, invoices, reports and other business documents.
- Coordinate communication between customers, office staff and service personnel regarding vehicle service processes.
- Prepare reports, correspondence and administrative documents for management review.
- Maintain office supplies, equipment records and coordinate servicing or maintenance when required.
- Assist with implementing office procedures and communicating company policies to employees.
- Support management with administrative tasks, record keeping and operational coordination.

Employment Requirements

- Completion of secondary school is required.
- 7 months to 1 year Previous experience in office administration, customer service administration or a related role is required.
- Strong organizational and communication skills.
- Ability to manage records and coordinate multiple administrative tasks.
- Experience in an automotive service environment is an asset.

Benefits

- 4% vacation pay

Language

English

How to Apply

Please submit your resume to hr.btownspa@gmail.com for consideration.