Office Coordinator

Simplicity Car Care Kingston

Job ID
10264

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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.

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