



office administrator

Posted by Dev Immigration Services Inc.

Posting Date : 29-Mar-2025

Closing Date : 25-Sep-2025

Location : Surrey

Salary : \$35 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ6523757

Job Description:

office administrator

Verified

Posted on March 29, 2025 by Dev Immigration Services Inc.

Job details

Surrey, BC
V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270021

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Implement new administrative procedures

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
Perform data entry
Oversee and co-ordinate office administrative procedures
Monitor and evaluate

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

MS Excel
MS Office
MS Outlook
MS PowerPoint
MS Windows
MS Word
Google Drive

Additional information

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

Fast-paced environment
Attention to detail

Personal suitability

Efficient interpersonal skills
Time management
Team player

Benefits

Other benefits

Free parking available

How to apply

Direct Apply

By Direct Apply

By email

devimmigration@outlook.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: devimmigration@outlook.com

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