Office Administrator

Posted by Universal Fingerprinting Services Ltd.

Posting Date: 23-Apr-2025

Closing Date: 20-Oct-2025

Location: Surrey

Salary: \$35.00-\$37.00/hour (To be negotiated) 40 hours per week Per Hour

Job Requirements

• Education: Secondary (High) School Graduation Certificate

• Language: English

• Years of Experience: 1 year

• Vacancy: 1

Job Type: Full TimeJob id: ABOJ2992936

Job Description:

Company: Universal Fingerprinting Services Ltd.

Job Title: Office Administrator

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type:	Full Time (Permanent)	
Salary:	\$35.00-\$37.00/hour (To be negotiated) 40 hours per week	
Company Address:	#303 8318 120 St, Surrey, BC, V3W 3N4	
Education:	Secondary (High) School Graduation Certificate	
Experience:	1 year to less than 2 years	
Language:	English	
Positions Available:	1 Vacancy	
Job Conditions:	Day, Evening, Morning	
Start Date:	As soon as possible	
NOC Group: Job Duties:	13100	
oos Buttes.		
● ∈∈∈∈∈∈∈ Implement new administrative procedures		
● ∈ ∈ ∈ ∈ ∈ ∈ Review and evaluate new administrative procedures		
● ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ←		
• Establish work priorities and ensure procedures are followed and deadlines are met		

• eeeeeeee Carry out administrative activities of establishment
● € € € € € € € Assist in the preparation of operating budget and maintain inventory and budgetary controls
•eeeeeeee Perform data entry
•eeeeeeee Train staff
• • • • • • • • • • • • • • • • • • •
Computer and technology knowledge
•eeeeeeee Social Media
●eeeeeee MS Excel
●eeeeeee MS Office
●eeeeeeee MS Outlook
●eeeeeeee MS PowerPoint
●eeeeeee MS Windows
●eeeeeeee MS Word

• eeeeeee Google Drive		
Security and safety		
• eeeeeeee Criminal record check		
Transportation/travel information		
• eeeeeee Own transportation		
Work Conditions and physical capabilities-		
• eeeeeeee Ability to work independently		
essesses remaining to more market market.		
• e e e e e e e e e e e e e e e e e e e		
• ∈∈∈∈∈∈∈ Attention to detail		
Personal suitability		
2 02 0 0 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
• €€€€€€€€ Excellent oral communication		
• eeeeeee Excellent written communication		
On site		
• Work must be completed at the physical location. There is no option to work remotely.		
How to Apply:		
now to rippiy.		
Ovalified condidates interested in this correspondent writer should amoil their cover letter and recorrespondent		
Qualified candidates interested in this career opportunity should email their cover letter and resume to: jobs.universalfingerprinting@gmail.com		
No Phone calls please. Only short-listed candidates will be contacted.		

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

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