



# Office Manager

Posted by AP Canadian Immigration Services

**Posting Date : 12-Jun-2025**

**Closing Date : 02-Jul-2025**

**Location : Surrey**

**Salary : \$35 Per Hour**

## Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3045596

## Job Description:

### Responsibilities

#### Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment

- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

## **Additional information**

### **Work conditions and physical capabilities**

- Tight deadlines
- Attention to detail

### **Personal suitability**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized
- Reliability

## **Benefits**

### **Health benefits**

- Dental plan
- Health care plan
- Vision care benefits

### **Other benefits**

- Parking available

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: [route2recruit@gmail.com](mailto:route2recruit@gmail.com)

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