

Administrative Assistant

Posted by Universal Fingerprinting Services Ltd.

Posting Date: 01-Oct-2025

Closing Date: 30-Mar-2026

Location: Surrey

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 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: ABOJ7037948

Job Description:

Company: Universal Fingerprinting Services Ltd.

Job Title: Administrative Assistant

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

Job Type:	Full Time (Permanent)
Salary:	\$35.00-\$37.00/hour (To be negotiated) 32 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:	13110
Job Duties:	
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• eeeeeee Determine and establish office routines, schedules, and workflows.	

• EEEEEEEE Schedule and confirm appointments and manage client booking systems.
● €€€€€€€€ Answer telephone calls, relay messages, and respond to electronic enquiries.
• eeeeeeee Compile and prepare data, statistics, and other information for reports.
• eeeeeee Order office supplies and maintain inventory levels.
• EEEEEEEE Greet clients and direct them to appropriate contacts or service areas.
• ECCECCE Set up and maintain both manual and computerized information filing systems.
• eeeeeee Type, proofread, and format correspondence, forms, and other documents.
• €€€€€€€€ Perform accurate data entry into secure systems.
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Requirements:
• €€€€€€€€ 1–2 years of experience in an administrative or office support role.
• ∈ ∈ ∈ ∈ Proficiency with MS Office (Word, Excel, Outlook, PowerPoint, Windows) Social Media and Google Drive.
• eeeeeee Criminal Record Check

• eeeeeeee Strong organizational skills.
• есесесе Excellent oral and written communication skills.
● GEGEGEGE Ability to work independently
●eeeeeeee Work under pressure
•eeeeeee Attention to detail
● ∈ ∈ ∈ ∈ ∈ ∈ ∈ ∈ ∈ Own transportation
On site
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How to Apply:
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.
o apply for this job vacancy, please send your resume along with a cover letter and a refrence letter om your previous employer to the following email: jobs.universalfingerprinting@gmail.com