



Employment agency manager

Posted by Travlink Employment Consulting & Travel Ltd.

Posting Date : 25-Nov-2025

Closing Date : 24-May-2026

Location : Vancouver

Salary : \$37.24 Per Hour

Job Requirements

- **Education:** Bachelor's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ6215615

Job Description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated **Employment Agency Manager** to oversee daily operations and support the continued growth of our agency. The successful candidate will be responsible for managing recruitment activities, coordinating with clients and job seekers, developing service strategies, and ensuring the agency meets its operational and compliance standards.

Key responsibilities include supervising staff, improving placement processes, building employer partnerships, developing recruitment plans, monitoring performance targets, and ensuring a high level of client satisfaction.

Job details:

Languages:

Bilingual

Education:

Bachelor's degree

or equivalent experience

Experience:

1 year to less than 2 years

On site

\$37.24 per hour / 32 hours per week

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

Asset languages:

Tagalog

Work setting:

Urban area

Responsibilities & Tasks:

Analyzes the administrative issues in order to provide help to the employee

Assign projects

Coordinate projects and programs

Develop action plans

Direct the operations of an organization or department that provides services

Evaluate the operations of establishments that provide services to business

Plan and organize the operations of establishments that provide services to business

Provide expertise in response to clients needs

Review projects and programs

Sort the technical problems in order to help the employee with established procedures

Hire, train, direct and motivate staff

Market business services

Plan and control budget and expenditures

Plan and direct research

Direct and advise staff in the development and implementation of service quality assessment strategies

Plan, develop and organize the policies and procedures of establishments

Represent the company within various economic and social organizations

Provide customer service

Monitor and evaluate

Work conditions and physical capabilities:

Attention to detail

Tight deadlines

Work under pressure

Personal suitability

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Judgement

Organized

Reliability

Team player

Innovation

Benefits:

Health benefits

Dental plan

Paramedical services coverage

Financial benefits:

Night shift premium

Other benefits:

Free 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: resume@travlinkvisas.com

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