



## administration officer (13100)

Posted by Whitestone Management Ltd.

**Posting Date :** 10-Jan-2026

**Closing Date :** 30-Jan-2026

**Location :** Burnaby

**Salary :** \$35.5 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5108337

### Job Description:

# administration officer Verified

Posted on ----- by Whitestone Management Ltd.

## Job details

Burnaby, BC  
V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment  
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3468611

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

## **Experience**

7 months to less than 1 year

## **On site**

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

## **Work setting**

Construction company

## **Responsibilities**

### **Tasks**

Delegate work to office support staff

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information Act

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of records

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

## **Benefits**

### **Health benefits**

Dental plan

Disability benefits

Health care plan

Paramedical services coverage

Vision care benefits

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## Who can apply for this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### Direct Apply

By Direct Apply

Additional ways to apply

### By email

[hr.whitestonemanagement@gmail.com](mailto:hr.whitestonemanagement@gmail.com)

## If applying by email:

### What you must include in your application:

- Cover letter
- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?

## Advertised until

To be determined

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: [hr.whitestonemanagement@gmail.com](mailto:hr.whitestonemanagement@gmail.com)

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