



# administration officer

Posted by **BUDGET OPTICAL**

**Posting Date : 14-Jan-2026**

**Closing Date : 03-Feb-2026**

**Location : Delta**

**Salary : \$30 Per Hour**

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3092358

## Job Description:

## JOB POSTING PENDING REVIEW

# administration officer

Verified

Posted on January 14, 2026 by **BUDGET OPTICAL**

## Job details

Delta, BC  
V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment  
Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485157

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Experience

1 year to less than 2 years

## On site

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

## 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

[akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

## Advertised until

2026-02-04

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: [akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

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