



# administration officer

**Posted by Employer details Whitestone Management Ltd.**

**Posting Date : 25-Jan-2026**

**Closing Date : 14-Feb-2026**

**Location : Burnaby**

**Salary : \$35.50 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:** ABOJ6339585

## Job Description:

# administration officer

Verified

Posted on January 25, 2026 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 #3493352

## 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 govt

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, form services

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

## 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

2026-02-15

**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)**

**Posted On [Aboriginaljobsincanada.Com](http://Aboriginaljobsincanada.Com)**