



## **office administrator**

**Posted by Dev Immigration Services Inc.**

**Posting Date :** 29-Mar-2025

**Closing Date :** 25-Sep-2025

**Location :** Surrey

**Salary :** \$35 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2236100

### **Job Description:**

# office administrator

Verified

Posted on March 29, 2025 by [Dev Immigration Services Inc.](#)

## Job details

Surrey, BC  
V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment  
Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270021

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### 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.

## **Responsibilities**

### **Tasks**

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate

### **Supervision**

- 1 to 2 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Google Drive

## **Additional information**

### **Transportation/travel information**

- Public transportation is available

### **Work conditions and physical capabilities**

- Fast-paced environment
- Attention to detail

### **Personal suitability**

- Efficient interpersonal skills

Time management

Team player

## Benefits

### Other benefits

Free parking available

## How to apply

### Direct Apply

By Direct Apply

### By email

[devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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**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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)**

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