

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 TimeJob 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

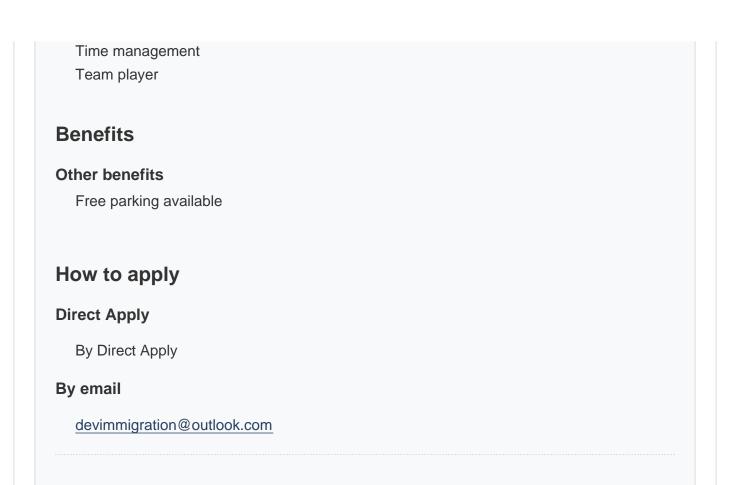
Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Efficient interpersonal skills



To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: devimmigration@outlook.com

Posted on Disabled job Portal