



## Office Manager

Posted by SEVEN HILLS DRIVING ACADEMY INC

**Posting Date :** 01-Sep-2025

**Closing Date :** 28-Feb-2026

**Location :** Surrey

**Salary :** \$36.05 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:** DISJ3659564

### Job Description:

Surrey, BC, V3X 3P1

Work location: On site

Salary: 36.05 hourly / 30 hours per week

Terms of employment: Permanent employment

Full time: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

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
- Resolve conflict situations
- Monitor and evaluate

Canadian citizens and permanent or temporary residents of Canada

other candidates, with or without a valid Canadian work permit

How to apply

By email

drivingacademysevenhills@gmail.com

**Posted on Disabled job Portal**