



## administrative officer

Posted by **SEVEN HILLS DRIVING ACADEMY INC.**

**Posting Date :** 30-Sep-2025

**Closing Date :** 29-Mar-2026

**Location :** Surrey

**Salary :** \$37.50 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ3525252

### Job Description:

### Overview

## **Languages**

English

## **Education**

Secondary (high) school graduation certificate  
or equivalent experience

## **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.

## **Work setting**

Rural area  
Remote location  
Willing to relocate

## **Responsibilities**

### **Tasks**

Implement new administrative procedures  
Review and evaluate new administrative procedures  
Establish work priorities and ensure procedures are followed and deadlines are met  
Carry out administrative activities of establishment  
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation  
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services  
Assist in the preparation of operating budget and maintain inventory and budgetary controls  
Perform data entry  
Train staff  
Oversee and co-ordinate office administrative procedures  
Commission systems and components  
Monitor and evaluate  
Oversee payroll administration  
Plan and control budget and expenditures

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Project
- Quick Books
- Spreadsheet
- Accounting software
- Human resources software
- MS Outlook
- MS Windows
- Database software
- WordPress

### **Area of specialization**

- Project management
- Accounting

## **Additional information**

### **Security and safety**

- Basic security clearance
- Criminal record check

### **Transportation/travel information**

- Own transportation
- Willing to travel
- Willing to travel regularly
- Valid driver's licence
- Travel expenses not paid by employer

## **Benefits**

### **Health benefits**

- Health care plan
- Vision care benefits

### **Financial benefits**

- Group insurance benefits

**Long term benefits**

Maternity and parental benefits

**Other benefits**

Free parking available

On-site amenities

On-site housing options

Parking available

**Posted on Disabled job Portal**