



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

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