

Office Administrator

Posted By: Dev Immigration Services Inc.

Location: Surrey

Salary: \$35 Per Hour

JOB ID : RJ1457631

Posting Date : 29-Mar-2025

Expiry date : 25-Sep-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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

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**

Posted on refugeejobportal.com