

# Office Manager

Posted By: Revelation Security Services

**Location: New Westminster** 

Salary: \$36.60 Per Hour

**JOB ID**: RJ5102606

Posting Date: 25-Jun-2025

Expiry date: 22-Dec-2025

Education: Bachelor's degree

Language: English

Vacancies: 1

Years of Experience: 3 years

Job Type: Full Time

## **Job Description**

Job Title: Office Manager

**Employer Name:** Revelation Security Services

Location: 105, 773 6 Street, New Westminster, BC V3L 3C6

Job Type: Permanent, Full-Time

**Hours:** 32 hours per week **Salary:** \$36.60 per hour

Start Date: As soon as possible

Vacancies: 1

**Position Overview** 

Revelation Security Services is a trusted provider of professional and reliable protection services for both commercial and residential clients. We are currently seeking an experienced and detail-oriented Office Manager to lead our administrative operations and support our commitment to safety, accountability, and efficiency.

### Responsibilities

- eeeee Review and evaluate new administrative procedures
- ●∈∈∈∈∈ Delegate work to office support staff
- EEEEE Establish work priorities and ensure procedures are followed and deadlines are met
- ∈∈∈∈∈ Carry out administrative activities of establishment
- eeeee Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- EEEEEE Assist in the preparation of operating budget and maintain inventory and budgetary controls
- eeeee Assemble data and prepare periodic and special reports, manuals and correspondence
- ∈ ∈ ∈ ∈ ∈ Train staff
- ●∈∈∈∈∈ Oversee and co-ordinate office administrative procedures
- ●€€€€€ Resolve conflict situations
- ●€€€€€ Monitor and evaluate

#### Qualifications

• €€€€€ Education: Bachelor's degree

• €€€€€ Experience: 3 to 5 years in an office management or administrative leadership role

is an asset

• ∈ ∈ ∈ ∈ English

### **How to Apply**

By email: revelation.newwest.job@gmail.com

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: revelation.newwest.job@gmail.com

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