

# Office Manager

**Posted By:** AP Canadian Immigration Services

**Location:** Surrey

**Salary:** \$35 Per Hour

**JOB ID :** RJ2875786

**Posting Date :** 12-Jun-2025

**Expiry date :** 02-Jul-2025

**Education :** Secondary (high) school graduation certificate or equivalent experience

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

### Responsibilities

#### Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

## **Additional information**

### **Work conditions and physical capabilities**

- Tight deadlines
- Attention to detail

### **Personal suitability**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized
- Reliability

## **Benefits**

### **Health benefits**

- Dental plan
- Health care plan
- Vision care benefits

### **Other benefits**

- Parking available

**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: [route2recruit@gmail.com](mailto:route2recruit@gmail.com)**

---

**Posted on [refugeejobportal.com](http://refugeejobportal.com)**