

---

# Administration Officer

**Posted By: BUDGET OPTICAL**

**Location: Delta**

**Salary: \$30 Per Hour**

**JOB ID : RJ3093596**

**Posting Date : 07-Feb-2026**

**Expiry date : 27-Feb-2026**

**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language :** English

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

---

# administration officer Verified

Posted on January 14, 2026 by **BUDGET OPTICAL**

## Job details

Delta, BC  
V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment  
Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485157

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### 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.

## Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### Direct Apply

By Direct Apply

- [Additional ways to apply](#)

### By email

[akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

## Advertised until

2026-02-13

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: [akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

---

Posted on [refugeejobportal.com](https://refugeejobportal.com)