



## administration officer (13100)

Posted by Royal Citizen Immigration Services Ltd.

**Posting Date :** 26-Jan-2025

**Closing Date :** 25-Jul-2025

**Location :** Richmond

**Salary :** \$35 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3331900

### Job Description:

JOB POSTING PENDING REVIEW

**administration officer**

Verified

Posted on ----- by Royal Citizen Immigration Service Ltd

## Job details

Richmond, BC  
V7C 3M6

On site

35.00 hourly / 30 hours per Week

Permanent employment  
Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3216755

## 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.

### Work setting

Private sector

## Responsibilities

### Tasks

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Perform data entry  
Resolve conflict situations  
Plan and control budget and expenditures

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## **Who can apply to 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**

### **By email**

[work@royalcitizen.ca](mailto:work@royalcitizen.ca)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?

## **Advertised until**

To be determined

**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: [work@royalcitizen.ca](mailto:work@royalcitizen.ca)**

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