

# office administrator

Posted by Dev Immigration Services Inc.

Posting Date: 29-Mar-2025

Closing Date: 25-Sep-2025

**Location: Surrey** 

Salary: \$35 Per Hour

# **Job Requirements**

• Education: Secondary (high) school graduation certificate

• Language: English

• Years of Experience: 1 year

• Vacancy: 1

Job Type: Full TimeJob id: ABOJ6523757

# **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

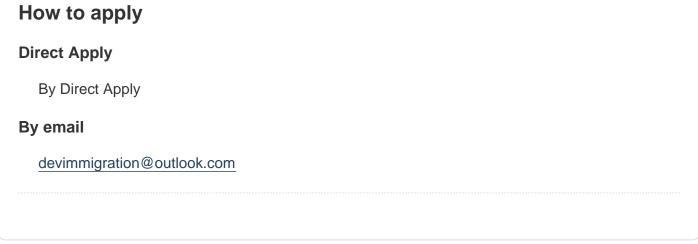
Time management

Team player

# **Benefits**

#### Other benefits

Free parking available



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: <a href="mailto:devimmigration@outlook.com">devimmigration@outlook.com</a>

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