



# Administrative Assistant

Posted by Universal Fingerprinting Services Ltd.

**Posting Date : 01-Oct-2025**

**Closing Date : 30-Mar-2026**

**Location : Surrey**

**Salary : \$35.00-\$37.00/hour (To be negotiated) 32 hours per week 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:** ABOJ7037948

## Job Description:

Company: Universal Fingerprinting Services Ltd.

Job Title: Administrative Assistant

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type: Full Time (Permanent)

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 hours per week

Company Address: #303 8318 120 St, Surrey, BC, V3W 3N4

Education: Secondary (High) School Graduation Certificate

Experience: 1 year to less than 2 years

Language: English

Positions Available: 1 Vacancy

Job Conditions: Day, Evening, Morning

Start Date: As soon as possible

NOC Group: 13110

**Job Duties:**

- Establish and implement office policies and procedures in line with RCMP fingerprinting compliance.
- Determine and establish office routines, schedules, and workflows.

- Schedule and confirm appointments and manage client booking systems.

- Answer telephone calls, relay messages, and respond to electronic enquiries.

- Compile and prepare data, statistics, and other information for reports.

- Order office supplies and maintain inventory levels.

- Greet clients and direct them to appropriate contacts or service areas.

- Set up and maintain both manual and computerized information filing systems.

- Type, proofread, and format correspondence, forms, and other documents.

- Perform accurate data entry into secure systems.

- Provide customer service and assist with client inquiries, including overseas clients who previously lived in Canada and require RCMP clearances.

- Maintain and manage a secure digital database of client information.

## **Requirements:**

- 1–2 years of experience in an administrative or office support role.

- Proficiency with MS Office (Word, Excel, Outlook, PowerPoint, Windows) Social Media and Google Drive.

- Criminal Record Check

- Strong organizational skills.
- Excellent oral and written communication skills.
- Ability to work independently
- Work under pressure
- Attention to detail
- Own transportation

#### **On site**

- Work must be completed at the physical location. There is no option to work remotely.

#### **How to Apply:**

Qualified candidates interested in this career opportunity should email their cover letter and resume to: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)

No Phone calls please. Only short-listed candidates will be contacted.

**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: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)**

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