



administration officer

Posted by Employer detailsWhitestone Management Ltd.

Posting Date : 25-Jan-2026

Closing Date : 14-Feb-2026

Location : Burnaby

Salary : \$35.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ6339585

Job Description:

administration officer

Verified

Posted on January 25, 2026 by Whitestone Management Ltd.

Job details

Burnaby, BC
V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3493352

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Work setting

Construction company

Responsibilities

Tasks

Delegate work to office support staff

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under govt

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, form services

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

Benefits

Health benefits

Dental plan

Disability benefits

Health care plan

Paramedical services coverage

Vision care benefits

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

hr.whitestonemanagement@gmail.com

If applying by email:

What you must include in your application:

- Cover letter
- Answers to the following screening questions:
 - Are you authorized to work in Canada?
 - Are you willing to relocate for this position?

Advertised until

2026-02-15

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: hr.whitestonemanagement@gmail.com

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