



# office administrator

Posted by Gold Leaf Logistics Inc.

**Posting Date : 04-Mar-2026**

**Closing Date : 31-Aug-2026**

**Location : Aldergrove**

**Salary : \$\$29.60 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:** ABOJ3435623

## Job Description:

Job Requirements

Languages

English

## Education

Secondary (high) school graduation certificate

## Experience

1 year to less than 2 years

Salary: \$29.60/hour

Position: 1

## 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

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

Oversee and co-ordinate office administrative procedures

Monitor and evaluate

## How to apply

By email

[amarjeetpandher@hotmail.com](mailto:amarjeetpandher@hotmail.com)

By mail

Unit 4, 3227 264 Street

Langley, BC

V4W 2X3

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: [amarjeetpandher@hotmail.com](mailto:amarjeetpandher@hotmail.com)

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