



## **ADMINISTRATIVE OFFICER (NOC- 13100)**

**Posted by:** NORTHLAND PROPERTIES CORPORATION

**Posting date:** 10-Mar-2025      **Closing date:** 06-Sep-2025

**Education:** Secondary (high) school graduation certificate

**Language:** ENGLISH

**Job location:** Vancouver

**Salary:** \$59,408 Per Year

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2543929

### **Job description:**

**TITLE:** ADMINISTRATIVE OFFICER (NOC 13100)

**EMPLOYER:** NORTHLAND PROPERTIES CORPORATION

**JOB LOCATION:**

310-1755 West Broadway

Vancouver, BC V6J 4S5

On site

\$ 59,408 annually / 33 hours per Week

Permanent employment

Full time

Day, Morning

Starts as soon as possible

1 vacancy

## 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

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Monitor and evaluate

Plan and control budget and expenditures

## Additional information

### Personal suitability

Flexibility

Organized

Reliability

Adaptability

Team player

## Benefits

### Benefits:

Extended family Health care, including vision, dental, and Group Life Insurance.

Yearly bonus opportunities.

Retirement Saving Plan (RRSP) after a year of employment.

Flexible schedule, with possibility of hybrid work.

Employee discounts across the Northland-owned hotels and resorts.

25% discount at selected restaurants for up to 6 people.

½ price passes/lift tickets at Grouse Mountain and Revelstoke Mountain Resort for up to 4 people.

Humana Care free mental health support & counselling.

Contribute to a unique construction model focused on teamwork and cooperation.

Be a valued member of a team in an organization with unparalleled opportunities.

Collaborative, friendly working environment with a fun and inclusive culture.

5 days of paid sick leave per year as per BC employment standards.

## Employment groups



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

### Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

### Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

## 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

### By email

[pfernandes@northland.ca](mailto:pfernandes@northland.ca)

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: [pfernandes@northland.ca](mailto:pfernandes@northland.ca)

---

**Posted on [canadianjobportal.com](https://www.canadianjobportal.com)**