# office administrator

**Posted by**: Dev Immigration Services Inc.

**Posting date**:29-Mar-2025        **Closing date**: 25-Sep-2025

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

**Language**: English

**Job location**: Surrey

**Salary**: $35 Per Hour

**Years of Experience**: 1 year

**Vacancy**: 1

**Job Type**: Full Time                                    **Job id**: CAJ5314106

## 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

## How to apply

### Direct Apply

By Direct Apply

### By email

devimmigration@outlook.com

**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: devimmigration@outlook.com**

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