



Office Administrator

Posted by: Universal Fingerprinting Services Ltd.

Posting date: 23-Apr-2025 **Closing date:** 20-Oct-2025

Education: Secondary (High) School Graduation Certificate

Language: English

Job location: Surrey

Salary: \$35.00-\$37.00/hour (To be negotiated) 40 hours per week Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6223389

Job description:

Company:	Universal Fingerprinting Services Ltd.
Job Title:	Office Administrator
Work Location:	#303 8318 120 St, Surrey, BC, V3W 3N4
Job Type:	Full Time (Permanent)
Salary:	\$35.00-\$37.00/hour (To be negotiated) 40 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: 13100

Job Duties:

- 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

Experience and Specialization

Computer and technology knowledge

- Social Media
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Google Drive

Security and safety

- Criminal record check

Transportation/travel information

- Own transportation

Work Conditions and physical capabilities-

- Ability to work independently

- Work under pressure

- Attention to detail

Personal suitability

- Excellent oral communication

- Excellent written communication

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

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

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