

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:

- EEEEEEEE Implement new administrative procedures
- EEEEEEEE Review and evaluate new administrative procedures
- ∈∈∈∈∈∈∈∈ Delegate work to office support staff
- EEEEEEEE Establish work priorities and ensure procedures are followed and deadlines are met
- EEEEEEEE Carry out administrative activities of establishment
- ECCCCCCC Assist in the preparation of operating budget and maintain inventory and budgetary controls
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ ∈ Perform data entry
- eeeeeee Train staff
- EEEEEEEE Oversee and co-ordinate office administrative procedures

Experience and Specialization Computer and technology knowledge

- eeeeeee MS Excel
- eeeeeee MS Office
- EEEEEEE MS Outlook
- EEEEEEE MS PowerPoint
- EEEEEEE MS Windows
- •eeeeeee MS Word
- EEEEEEE Google Drive

Security and safety

• EEEEEEE Criminal record check

Transportation/travel information

Work Conditions and physical capabilities-

●€€€€€€€€ Ability to work independently

- eeeeeee Attention to detail

Personal suitability

- EEEEEEE Excellent oral communication
- EEEEEEE 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 refrence letter from your previous employer to the following email: jobs.universalfingerprinting@gmail.com

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