



## Office Manager

**Posted by:** AP Canadian Immigration Services

**Posting date:** 13-Aug-2025      **Closing date:** 02-Sep-2025

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Surrey

**Salary:** \$35 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5702649

## Job description:

### Responsibilities

### Tasks

- Review and evaluate new administrative procedures
- 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

- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

## **Additional information**

## **Work conditions and physical capabilities**

- Tight deadlines
- Attention to detail

## **Personal suitability**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized
- Reliability

## **Benefits**

### **Health benefits**

- Dental plan
- Health care plan
- Vision care benefits

### **Other benefits**

- Parking available

**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: [route2recruit@gmail.com](mailto:route2recruit@gmail.com)**

---

**Posted on canadianjobportal.com**