



## administration officer

**Posted by:** Royal Citizen Immigration Services Ltd.

**Posting date:** 29-Aug-2025      **Closing date:** 18-Sep-2025

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

**Language:** English

**Job location:** Richmond

**Salary:** \$37 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2692222

## Job description:

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## administration officer

Verified

Posted on July 03, 2025 by **Royal Citizen Immigration Service Ltd**

### Job details

Richmond, BC  
V7C 3M6

On site

37.00 hourly / 35 hours per week

Permanent employment  
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3345835

### 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.

## **Work setting**

Private sector

## **Responsibilities**

### **Tasks**

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

Resolve conflict situations

Plan and control budget and expenditures

## 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

[work@royalcitizen.ca](mailto:work@royalcitizen.ca)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

### Advertised until

2025-09-14

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: [work@royalcitizen.ca](mailto:work@royalcitizen.ca)

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