



Office Manager

Posted by: SEVEN HILLS DRIVING ACADEMY INC

Posting date: 01-Sep-2025 **Closing date:** 28-Feb-2026

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Surrey

Salary: \$36.05 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6292333

Job description:

Surrey, BC, V3X 3P1

Work location: On site

Salary: 36.05 hourly / 30 hours per week

Terms of employment: Permanent employment

Full time: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

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
- Resolve conflict situations
- Monitor and evaluate

Canadian citizens and permanent or temporary residents of Canada
other candidates, with or without a valid Canadian work permit

How to apply

By email

drivingacademysevenhills@gmail.com

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