

### **Administrative Assistant**

**Posted by**: Universal Fingerprinting Services Ltd.

Posting date: 01-Oct-2025 Closing date: 30-Mar-2026

Education: Secondary (High) School Graduation Certificate

Language: English

Job location: Surrey

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 hours per week Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4414711

## Job description:

Company: Universal Fingerprinting Services Ltd.

Job Title: Administrative Assistant

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type: Full Time (Permanent)

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 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: 13110

#### Job Duties:

- eeeeeeee Establish and implement office policies and procedures in line with RCMP fingerprinting compliance.
- *eeeeeee* Determine and establish office routines, schedules, and workflows.
- €€€€€€€€ Schedule and confirm appointments and manage client booking systems.
- EEEEEEEE Answer telephone calls, relay messages, and respond to electronic enquiries.
- EEEEEEE Compile and prepare data, statistics, and other information for reports.
- EEEEEEE Order office supplies and maintain inventory levels.
- *eeeeeeee* Greet clients and direct them to appropriate contacts or service areas.
- EEEEEEEE Set up and maintain both manual and computerized information filing systems.
- EEEEEEEE Type, proofread, and format correspondence, forms, and other documents.
- EEEEEEEE Perform accurate data entry into secure systems.
- eeeeeeee Provide customer service and assist with client inquiries, including overseas clients who previously lived in Canada and require RCMP clearances.
- EEEEEEEE Maintain and manage a secure digital database of client information.

#### Requirements:

- €€€€€€€€ 1–2 years of experience in an administrative or office support role.
- ∈ ∈ ∈ ∈ Proficiency with MS Office (Word, Excel, Outlook, PowerPoint, Windows) Social Media and Google Drive.
- EEEEEEE Criminal Record Check
- €€€€€€€ Strong organizational skills.
- EEEEEEEE Excellent oral and written communication skills.
- ●∈∈∈∈∈∈∈∈ Ability to work independently
- €€€€€€€€ Work under pressure
- eeeeeee Attention to detail

#### On site

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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