



## 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:

<b>Company:</b>	Universal Fingerprinting Services Ltd.
<b>Job Title:</b>	Administrative Assistant
<b>Work Location:</b>	#303 8318 120 St, Surrey, BC, V3W 3N4
<b>Job Type:</b>	Full Time (Permanent)
<b>Salary:</b>	\$35.00-\$37.00/hour (To be negotiated) 32 hours per week
<b>Company Address:</b>	#303 8318 120 St, Surrey, BC, V3W 3N4
<b>Education:</b>	Secondary (High) School Graduation Certificate
<b>Experience:</b>	1 year to less than 2 years
<b>Language:</b>	English
<b>Positions Available:</b>	1 Vacancy
<b>Job Conditions:</b>	Day, Evening, Morning

Start Date: As soon as possible  
NOC Group: 13110

**Job Duties:**

- Establish and implement office policies and procedures in line with RCMP fingerprinting compliance.
- Determine and establish office routines, schedules, and workflows.
- Schedule and confirm appointments and manage client booking systems.
- Answer telephone calls, relay messages, and respond to electronic enquiries.
- Compile and prepare data, statistics, and other information for reports.
- Order office supplies and maintain inventory levels.
- Greet clients and direct them to appropriate contacts or service areas.
- Set up and maintain both manual and computerized information filing systems.
- Type, proofread, and format correspondence, forms, and other documents.
- Perform accurate data entry into secure systems.
- Provide customer service and assist with client inquiries, including overseas clients who previously lived in Canada and require RCMP clearances.
- 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.
- Criminal Record Check
- Strong organizational skills.
- Excellent oral and written communication skills.
- Ability to work independently
- Work under pressure
- Attention to detail

•===== Own transportation

**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](mailto: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 reference letter from your previous employer to the following email: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)**

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