



Employment agency manager

Posted by: Travlink Employment Consulting & Travel Ltd.

Posting date: 25-Nov-2025 **Closing date:** 24-May-2026

Education: Bachelor's degree or equivalent experience

Language: English

Job location: Vancouver

Salary: \$37.24 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4343512

Job description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated **Employment Agency Manager** to oversee daily operations and support the continued growth of our agency. The successful candidate will be responsible for managing recruitment activities, coordinating with clients and job seekers, developing service strategies, and ensuring the agency meets its operational and compliance standards.

Key responsibilities include supervising staff, improving placement processes, building employer partnerships, developing recruitment plans, monitoring performance targets, and ensuring a high level of client satisfaction.

Job details:

Languages:

Bilingual

Education:

Bachelor's degree
or equivalent experience

Experience:

1 year to less than 2 years

On site

\$37.24 per hour / 32 hours per week

Work must be completed at the physical location. There is no option to work remotely.

Asset languages:

Tagalog

Work setting:

Urban area

Responsibilities & Tasks:

Analyzes the administrative issues in order to provide help to the employee

Assign projects

Coordinate projects and programs

Develop action plans

Direct the operations of an organization or department that provides services

Evaluate the operations of establishments that provide services to business

Plan and organize the operations of establishments that provide services to business

Provide expertise in response to clients needs

Review projects and programs

Sort the technical problems in order to help the employee with established procedures

Hire, train, direct and motivate staff

Market business services

Plan and control budget and expenditures

Plan and direct research

Direct and advise staff in the development and implementation of service quality assessment strategies

Plan, develop and organize the policies and procedures of establishments
Represent the company within various economic and social organizations
Provide customer service
Monitor and evaluate

Work conditions and physical capabilities:

Attention to detail
Tight deadlines
Work under pressure
Personal suitability
Accurate
Client focus
Dependability
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Initiative
Judgement
Organized
Reliability
Team player
Innovation
Benefits:
Health benefits
Dental plan
Paramedical services coverage
Financial benefits:
Night shift premium
Other benefits:
Free 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: resume@travlinkvisas.com

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