



Office Administrator

Posted by: Zeal Solutions Ltd

Posting date: 17-Apr-2024 **Closing date:** 07-May-2024

Education: Minimum : High School

Language: English

Job location: Surrey

Salary: \$\$29.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6746956

Expired

Job description:

Job description:

Salary: \$29.00/Hourly

Job Type: Full-Time, Permanent

Start Date: As soon as possible

Language: English

Minimum Education: High School

Positions Available: 1

NOC Group: Office Administrator

NOC Job Title: Office Administrator

Job Location(s)

6636 142 Street

Surrey, British Columbia
V3W 5M7
Canada

Job Duties:

Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing, and approving supply requisitions, and assigning and monitoring clerical functions.

Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.

Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.

Completes operational requirements by scheduling and assigning employees and following up on work results.

Administer policies and procedures regarding releasing information to government or public.

Collect and prepare data for special and periodic reports related to operations of business.

Scheduling meeting, meeting greeting the clients, arrange the conferences and discussion boards for current and upcoming projects.

Education & Experience Requirement:

Completion of secondary school is required.

Post-secondary education and/or 1 year experience in the field.

How to Apply:

Email: zealsolutionsltd@gmail.com

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: zealsolutionsltd@gmail.com

Posted on canadianjobportal.com