



Administrative Services Coordinator

Posted by: Imperial Fire & Safety Inc.

Posting date: 06-Jun-2024 **Closing date:** 03-Dec-2024

Education: Bachelor's degree

Language: English

Job location: Surrey

Salary: \$28.85 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ3060545

Expired

Job description:

Responsibility:

- Supervise and ordinate office administrative procedures and enhancement of new procedures.
- Prioritize tasks, assign responsibilities to support installers, and ensure all projects are done before deadlines and procedures are followed.
- Administer policies and procedures related to bylaws and regulations in fire protection and related systems.
- Plan and coordinate installers for various projects, including accommodation arrangements, equipment procurement, supply management, and security protocols.
- Conduct analyses and oversee administrative operations related to budgeting,

contracting, project planning and management.

- Assist in the preparation of operating budgets and maintain inventory and budgetary controls to ensure financial accountability.
- Compile data and prepare periodic and specialized reports, manuals, and correspondence as required.
- Provide supervision and guidance to records management technicians and related personnel as necessary.

Requirement:

- A Bachelor's degree, major in business or public administration may be preferred.
- Experience related to office administration is required, Canadian work experience is preferred.
- First Aid Certificate is required; RFPT-EX Certifications are required, including Registered Fire Protection Technician (RFPT), and Portable fire extinguishers (EX)
- Proficiency in office software applications, including word processing, spreadsheets, and databases.
- Strong project coordination skills with the ability to prioritize tasks and manage multiple responsibilities effectively.

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: career@impfire.com

Posted on canadianjobportal.com