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## Office Supervisor

**Posted by:** SouthStar Immigration Consulting Services Ltd.

**Posting date:** 31-Aug-2024      **Closing date:** 27-Feb-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Coquitlam

**Salary:** \$29.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1666309

## Job description:

**SouthStar Immigration Consulting Services Ltd. is looking for an experienced Office Supervisor.**

**Job details are as follows:**

**Location of employment:** Coquitlam, BC, V3J 0J4

**Number of position:** 1

**Job Type:** Full time and Permanent

**Starting date:** as soon as possible

**Salary:** \$29.00 per hour, 30 hours per week

**Experience:** 1 year to less than 2 years

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Languages:** English

**Tasks:**

- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Train workers in duties and policies
- Prepare and submit reports
- Ensure smooth operation of equipment
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Arrange for maintenance and repair work

- Co-ordinate activities with other work units or departments
- Consult with clients after sale to provide ongoing support

**Supervision:** 5-10 people

**Work conditions and physical capabilities:**

- Attention to detail
- Fast-paced environment

**Personal suitability:**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player
- Reliability
- Ability to multitask

**Who can apply for this job?**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.

- You have a valid Canadian work permit.
- If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to apply:**

By email: [southstarimmigration@outlook.com](mailto:southstarimmigration@outlook.com)