



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: \$30.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1666309

Expired

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: \$30.00 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

Posted on canadianjobportal.com