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## Office Administrator

**Posted by:** eye. Optometry

**Posting date:** 11-Dec-2024      **Closing date:** 09-Jun-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Surrey

**Salary:** \$34.65 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1511078

## Job description:

### Job Description:

Location: 18640 Fraser highway suite 102 Surrey, BC V3S 7Y4

Salary: \$34.65 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Evening, Morning

### Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

### **Responsibilities**

#### **Tasks**

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Monitor and evaluate
- Maintain prescription records
- Perform general clerical duties
- Organize and maintain inventory
- Process files and paperwork
- Develop information materials for patients
- Process claims such as health insurance or workers compensation
- Schedule and confirm appointments

### **Supervision**

1 to 2 people

### **Additional information**

- Work conditions and physical capabilities
- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large workload
- Repetitive tasks

### **Personal suitability**

Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Reliability  
Ability to multitask  
Time management  
Adaptability  
Team player  
Initiative  
Client focus  
Interpersonal awareness  
Accurate

### **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

### **How to apply**

**By email:** [vs.eye.optometry@gmail.com](mailto:vs.eye.optometry@gmail.com)