



## administration officer (13100)

**Posted by:** Royal Citizen Immigration Services Ltd.

**Posting date:** 26-Jan-2025      **Closing date:** 25-Jul-2025

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

**Language:** English

**Job location:** Richmond

**Salary:** \$37 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6039878

**Expired**

### Job description:

## administration officer Verified

Posted on July 03, 2025 by Royal Citizen Immigration Service Ltd

### Job details

Richmond, BC

V7C 3M6

On site

37.00 hourly / 35 hours per week

Permanent employment

Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3345835

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### On site

Work must be completed at the physical location. There is no option to work remotely.

### Work setting

Private sector

## Responsibilities

### Tasks

- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Resolve conflict situations
- Plan and control budget and expenditures

### Who can apply for this job?

#### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## How to apply

### By email

[work@royalcitizen.ca](mailto:work@royalcitizen.ca)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

### **Advertised until**

2025-08-02

**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: [work@royalcitizen.ca](mailto:work@royalcitizen.ca)**

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