



## office administrator

**Posted by:** Dev Immigration Services Inc.

**Posting date:** 29-Mar-2025      **Closing date:** 25-Sep-2025

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

**Language:** English

**Job location:** Surrey

**Salary:** \$35 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5314106

## Job description:

### office administrator

Verified

Posted on March 29, 2025 by [Dev Immigration Services Inc.](#)

#### Job details

Surrey, BC

V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270021

**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.

**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
- Carry out administrative activities of establishment
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate

### **Supervision**

1 to 2 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Google Drive

## **Additional information**

### **Transportation/travel information**

Public transportation is available

### **Work conditions and physical capabilities**

- Fast-paced environment
- Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Time management  
Team player

## Benefits

### Other benefits

Free parking available

## How to apply

### Direct Apply

By Direct Apply

### By email

[devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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