



## Office Manager

**Posted by:** Revelation Security Services

**Posting date:** 25-Jun-2025      **Closing date:** 22-Dec-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** New Westminister

**Salary:** \$36.60 Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5891212

Expired

## Job description:

**Job Title:** Office Manager

**Employer Name:** Revelation Security Services

**Location:** 105, 773 6 Street, New Westminister, BC V3L 3C6

**Job Type:** Permanent, Full-Time

**Hours:** 32 hours per week

**Salary:** \$36.60 per hour

**Start Date:** As soon as possible

**Vacancies:** 1

## Position Overview

Revelation Security Services is a trusted provider of professional and reliable protection services for both commercial and residential clients. We are currently seeking an experienced and detail-oriented Office Manager to lead our administrative operations and support our commitment to safety, accountability, and efficiency.

## Responsibilities

- 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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Monitor and evaluate

## Qualifications

- **Education:** Bachelor's degree
- **Experience:** 3 to 5 years in an office management or administrative leadership role is an asset
- **Language:** English

## How to Apply

**By email:** [revelation.newwest.job@gmail.com](mailto:revelation.newwest.job@gmail.com)

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: [revelation.newwest.job@gmail.com](mailto:revelation.newwest.job@gmail.com)

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