



administration officer

Posted by: Royal Citizen Immigration Services Ltd.

Posting date: 22-Jul-2025 **Closing date:** 11-Aug-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Richmond

Salary: \$37.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6138378

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

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

Posted on canadianjobportal.com