



## Office Manager

**Posted by:** SEVEN HILLS DRIVING ACADEMY INC

**Posting date:** 01-Sep-2025      **Closing date:** 28-Feb-2026

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

**Language:** ENGLISH

**Job location:** Surrey

**Salary:** \$36.05 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6292333

### Job description:

Surrey, BC, V3X 3P1

Work location: On site

Salary: 36.05 hourly / 30 hours per week

Terms of employment: Permanent employment

Full time: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

## 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
- Resolve conflict situations
- Monitor and evaluate

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

### How to apply

#### By email

[drivingacademysevenhills@gmail.com](mailto:drivingacademysevenhills@gmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**