



Administrative Officer

Posted by: Rewestshore Consulting Ltd.

Posting date: 15-Sep-2025 **Closing date:** 14-Mar-2026

Education: Secondary

Language: English

Job location: Burnaby

Salary: \$36.8 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7083940

Job description:

Rwestshore Consulting Ltd. in Burnaby, BC is looking for an **Administrative Officer**.

Requirements:

- Completion of secondary education is required.
- A college diploma or university degree is considered an asset.
- A minimum of 1 year of experience in administration is required.
- Excellent attention to detail and accuracy
- Strong organizational and time management skills
- Strong written and verbal communication skills in English

Position: Administrative Officer
Wage: C\$36.8 per hour
Working Hours: 30 hours per week
Terms of Employment: Full-time, Permanent
Work Location: Burnaby, BC
Language: English

Job Duties:

- Coordinate and evaluate internal administrative procedures, and implement improvements to enhance operational efficiency and ensure compliance with evolving policies.
- Set work priorities, coordinate task distribution, and monitor progress to ensure deadlines are met and procedures are followed accurately and consistently.
- Perform administrative tasks and document handling in support of immigration and school application processes.
- Administer internal procedures for handling, storing, and sharing client information in compliance with company confidentiality policies and applicable privacy regulations.
- Plan and coordinate procurement and maintenance of office equipment, software tools, and supplies to support document management and internal operations.
- Conduct administrative reviews and provide analysis to support resource allocation, third-party service coordination, and planning of case workflows.
- Assist in maintaining budgetary records and controls by supporting expense tracking, internal reporting, and cost-related documentation to inform business planning.
- Compile data and prepare internal reports, guidelines, manuals, and written communication for reference, circulation, or managerial review.

Please send your resume and a cover letter outlining your relevant experience and why you would be a strong fit for our team to **wsimmcon@gmail.com**.

We review applications on a rolling basis and will contact shortlisted candidates to schedule an initial conversation.

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: wsimmcon@gmail.com

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