



## administrative officer

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

**Posting date:** 30-Sep-2025      **Closing date:** 29-Mar-2026

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

**Language:** English

**Job location:** Surrey

**Salary:** \$37.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ6211066

## Job description:

### Overview

#### Languages

English

#### Education

Secondary (high) school graduation certificate  
or equivalent experience

#### 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**

Rural area

Remote location

Willing to relocate

## **Responsibilities**

### **Tasks**

Implement new administrative procedures

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Commission systems and components

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

## **Experience and specialization**

### **Computer and technology knowledge**

MS Project  
Quick Books  
Spreadsheet  
Accounting software  
Human resources software  
MS Outlook  
MS Windows  
Database software  
WordPress

### **Area of specialization**

Project management  
Accounting

### **Additional information**

#### **Security and safety**

Basic security clearance  
Criminal record check

#### **Transportation/travel information**

Own transportation  
Willing to travel  
Willing to travel regularly  
Valid driver's licence  
Travel expenses not paid by employer

### **Benefits**

#### **Health benefits**

Health care plan  
Vision care benefits

**Financial benefits**

Group insurance benefits

**Long term benefits**

Maternity and parental benefits

**Other benefits**

Free parking available

On-site amenities

On-site housing options

Parking available

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