

# 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

# Posted on canadianjobportal.com