



## Employment agency manager

**Posted by:** Travlink Employment Consulting & Travel Ltd.

**Posting date:** 25-Nov-2025      **Closing date:** 24-May-2026

**Education:** Bachelor's degree or equivalent experience

**Language:** English

**Job location:** Vancouver

**Salary:** \$37.24 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4343512

## Job description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated **Employment Agency Manager** to oversee daily operations and support the continued growth of our agency. The successful candidate will be responsible for managing recruitment activities, coordinating with clients and job seekers, developing service strategies, and ensuring the agency meets its operational and compliance standards.

Key responsibilities include supervising staff, improving placement processes, building employer partnerships, developing recruitment plans, monitoring performance targets, and ensuring a high level of client satisfaction.

Job details:

Languages:

Bilingual

Education:

Bachelor's degree  
or equivalent experience

Experience:

1 year to less than 2 years

On site

\$37.24 per hour / 32 hours per week

Work must be completed at the physical location. There is no option to work remotely.

Asset languages:

Tagalog

Work setting:

Urban area

Responsibilities & Tasks:

Analyzes the administrative issues in order to provide help to the employee

Assign projects

Coordinate projects and programs

Develop action plans

Direct the operations of an organization or department that provides services

Evaluate the operations of establishments that provide services to business

Plan and organize the operations of establishments that provide services to business

Provide expertise in response to clients needs

Review projects and programs

Sort the technical problems in order to help the employee with established procedures

Hire, train, direct and motivate staff

Market business services

Plan and control budget and expenditures

Plan and direct research

Direct and advise staff in the development and implementation of service quality assessment strategies

Plan, develop and organize the policies and procedures of establishments  
Represent the company within various economic and social organizations  
Provide customer service  
Monitor and evaluate

Work conditions and physical capabilities:

Attention to detail  
Tight deadlines  
Work under pressure  
Personal suitability  
Accurate  
Client focus  
Dependability  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Initiative  
Judgement  
Organized  
Reliability  
Team player  
Innovation  
Benefits:  
Health benefits  
Dental plan  
Paramedical services coverage  
Financial benefits:  
Night shift premium  
Other benefits:  
Free parking available

**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: [resume@travlinkvisas.com](mailto:resume@travlinkvisas.com)**

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