



## administration officer

**Posted by:** BUDGET OPTICAL

**Posting date:** 14-Jan-2026      **Closing date:** 03-Feb-2026

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Delta

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2129451

### Job description:

## JOB POSTING PENDING REVIEW

# administration officer

Verified

Posted on January 14, 2026 by **BUDGET OPTICAL**

## Job details

Delta, BC  
V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment  
Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485157

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

## **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.

## **Who can apply for this job?**

**The employer accepts applications from:**

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

## **How to apply**

### **Direct Apply**

By Direct Apply

- Additional ways to apply

### **By email**

[akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)

**Advertised until**

2026-02-04

**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: [akaloptical26@gmail.com](mailto:akaloptical26@gmail.com)**

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