



## administration officer

**Posted by:** Employer details Whitestone Management Ltd.

**Posting date:** 25-Jan-2026      **Closing date:** 14-Feb-2026

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

**Language:** English

**Job location:** Burnaby

**Salary:** \$35.50 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7535427

Expired

## Job description:

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# administration officer Verified

Posted on January 25, 2026 by **Whitestone Management Ltd.**

## Job details

Burnaby, BC  
V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment  
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3493352

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### **Experience**

7 months to less than 1 year

### **On site**

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

### **Work setting**

Construction company

## **Responsibilities**

### **Tasks**

Delegate work to office support staff

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, and other services

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

## **Benefits**

### **Health benefits**

Dental plan

Disability benefits

Health care plan

Paramedical services coverage

Vision care benefits

## 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

[hr.whitstonemanagement@gmail.com](mailto:hr.whitstonemanagement@gmail.com)

## If applying by email:

**What you must include in your application:**

- Cover letter
- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?

### **Advertised until**

2026-02-15

**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: [hr.whitstonemanagement@gmail.com](mailto:hr.whitstonemanagement@gmail.com)**

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