



office administrator

Posted by: Gold Leaf Logistics Inc.

Posting date: 04-Mar-2026 **Closing date:** 31-Aug-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Aldergrove

Salary: \$\$29.60 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2489444

Job description:

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Salary: \$29.60/hour

Position:1

On site

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

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Oversee and co-ordinate office administrative procedures

Monitor and evaluate

How to apply

By email

amarjeetpandher@hotmail.com

By mail

Unit 4, 3227 264 Street

Langley, BC

V4W 2X3

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: amarjeetpandher@hotmail.com

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