



Employment agency manager (Travlink Employment Consulting and Travel Ltd.)

Posted by: Travlink Employment Consulting and Travel Ltd.

Posting date: 25-Mar-2026 **Closing date:** 21-Sep-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: CAJ2649152

Job description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated 1 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.

Languages

Bilingual

Education

Bachelor's degree
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.

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

Additional information

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

Posted on canadianjobportal.com