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# office administrator

**Posted by:** Dev Immigration Services Inc.

**Location:** Surrey

**Salary:** \$35 Per Hour

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## Job Details

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**Job ID**

NCJ6079312

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**Posting Date :** 29-Mar-2025

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**Expiry Date :** 25-Sep-2025

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

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**office administrator** Verified

Posted on March 29, 2025 by **Dev Immigration Services Inc.**

**Job details**

Surrey, BC  
V3Z 0W4

On site

35.00 hourly / 30 hours per Week

Permanent employment  
Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #3270021

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### 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.

## Responsibilities

### Tasks

Implement new administrative procedures

Review and evaluate new administrative procedures

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment  
Perform data entry  
Oversee and co-ordinate office administrative procedures  
Monitor and evaluate

## **Supervision**

1 to 2 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel  
MS Office  
MS Outlook  
MS PowerPoint  
MS Windows  
MS Word  
Google Drive

## **Additional information**

### **Transportation/travel information**

Public transportation is available

### **Work conditions and physical capabilities**

Fast-paced environment  
Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Time management  
Team player

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **Direct Apply**

By Direct Apply

### **By email**

[devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)

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