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# Office Administrator

**Posted by:** Universal Fingerprinting Services Ltd.

**Location:** Surrey

**Salary:** \$35.00-\$37.00/hour (To be negotiated) 40 hours per week Per Hour

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## Job Details

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**Job ID**

NCJ2252596

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**Posting Date :** 23-Apr-2025

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**Expiry Date :** 20-Oct-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

Company: Universal Fingerprinting Services Ltd.

Job Title: Office Administrator

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type: Full Time (Permanent)

Salary: \$35.00-\$37.00/hour (To be negotiated) 40 hours per week

Company Address: #303 8318 120 St, Surrey, BC, V3W 3N4

Education: Secondary (High) School Graduation Certificate

Experience: 1 year to less than 2 years

Language: English

Positions Available: 1 Vacancy

Job Conditions: Day, Evening, Morning

Start Date: As soon as possible

NOC Group: 13100

**Job Duties:**

- 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

**Experience and Specialization**

**Computer and technology knowledge**

- Social Media

- MS Excel

- MS Office

- MS Outlook

- MS PowerPoint

- MS Windows

- MS Word

- Google Drive

### **Security and safety**

- Criminal record check

### **Transportation/travel information**

- Own transportation

### **Work Conditions and physical capabilities-**

- Ability to work independently

- Work under pressure

- Attention to detail

### **Personal suitability**

- Excellent oral communication

- Excellent written communication

### **On site**

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

**How to Apply:**

Qualified candidates interested in this career opportunity should email their cover letter and resume to: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)

No Phone calls please. Only short-listed candidates will be contacted.

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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: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)

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