



administrative officer

Posted by: SEVEN HILLS DRIVING ACADEMY INC.

Location: Surrey

Salary: \$37.50 Per Hour

Job Details

Job ID

NCJ5421595

Posting Date : 30-Sep-2025

Expiry Date : 29-Mar-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate
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.

Work setting

Rural area
Remote location
Willing to relocate

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
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
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
Commission systems and components
Monitor and evaluate
Oversee payroll administration
Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

MS Project
Quick Books
Spreadsheet

Accounting software
Human resources software
MS Outlook
MS Windows
Database software
WordPress

Area of specialization

Project management
Accounting

Additional information

Security and safety

Basic security clearance
Criminal record check

Transportation/travel information

Own transportation
Willing to travel
Willing to travel regularly
Valid driver's licence
Travel expenses not paid by employer

Benefits

Health benefits

Health care plan
Vision care benefits

Financial benefits

Group insurance benefits

Long term benefits

Maternity and parental benefits

Other benefits

Free parking available
On-site amenities
On-site housing options
Parking available

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