



---

# administration officer (13100)

**Posted by:** Whitestone Management Ltd.

**Location:** Burnaby

**Salary:** \$35.5 Per Hour

---

## Job Details

---

**Job ID**

NCJ3372426

---

**Posting Date :** 19-Dec-2025

---

**Expiry Date :** 08-Jan-2026

---

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

---

**Language :** English

---

**Vacancies :** 1

---

**Years of Experience :** Fresher (less than 1 year)

---

**Job Type :** Full Time

---

## Job Description

# administration officer Verified

Posted on ----- by **Whitestone Management Ltd.**

## Job details

Burnaby, BC  
V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment  
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3468611

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### **On site**

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

### **Work setting**

Construction company

## **Responsibilities**

### **Tasks**

Delegate work to office support staff

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under gov

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, form services

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

---

## **Who can apply for this job?**

### **The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

## **How to apply**

## Direct Apply

By Direct Apply

- Additional ways to apply

### By email

[hr.whitestonemanagement@gmail.com](mailto:hr.whitestonemanagement@gmail.com)

## If applying by email:

### What you must include in your application:

- Cover letter
- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?

## Advertised until

To be determined

---

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: [hr.whitestonemanagement@gmail.com](mailto:hr.whitestonemanagement@gmail.com)

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**