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# administration officer

**Posted by:** Employer detailsWhitestone Management Ltd.

**Location:** Burnaby

**Salary:** \$35.50 Per Hour

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## Job Details

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**Job ID**

NCJ7593507

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**Posting Date :** 25-Jan-2026

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**Expiry Date :** 14-Feb-2026

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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 :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

# administration officer Verified

Posted on January 25, 2026 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

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3493352

## 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

## **Benefits**

### **Health benefits**

Dental plan

Disability benefits

Health care plan

Paramedical services coverage

Vision care benefits

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## 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

2026-02-15

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)

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