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Office Administrator

Posted by [eye. Optometry](#)

Job Details

Posting Date: 11-Dec-2024

Closing Date: 09-Jun-2025

Location: Surrey

Salary: \$34.65 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: English

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ4156655

Job Description

Job Description:

Location: 18640 Fraser highway suite 102 Surrey, BC V3S 7Y4

Salary: \$34.65 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Evening, Morning

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

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

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Monitor and evaluate

Maintain prescription records

Perform general clerical duties

Organize and maintain inventory

Process files and paperwork

Develop information materials for patients

Process claims such as health insurance or workers compensation

Schedule and confirm appointments

Supervision

1 to 2 people

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

Repetitive tasks

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask

Time management

Adaptability

Team player

Initiative

Client focus

Interpersonal awareness

Accurate

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

How to apply

By email: vs.eye.optometry@gmail.com