Administration Officer (13100)

Posted by: Royal Citizen Immigration Services Ltd.

Location: Richmond
Salary: $37 Per Hour

Job ID: YJ6119320

Posting Date: 26-Jan-2025

Expiry Date: 25-Jul-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

administration officer *Verified*

Posted on July 03, 2025 by **Royal Citizen Immigration Service Ltd**

Job details

Richmond, BC
V7C 3M6

On site

37.00 hourly / 35 hours per week

Permanent employment
Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3345835

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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

Private sector

Responsibilities

Tasks

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Resolve conflict situations

Plan and control budget and expenditures

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

By email

work@royalcitizen.ca

How-to-apply instructions

Here is what you must include in your application:
- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:
- Are you currently legally able to work in Canada?

Advertised until

2025-08-02

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: **work@royalcitizen.ca**

Posted on canadianyouthjobs.com