



Office Manager

Posted by: AP Canadian Immigration Services

Location: Surrey

Salary: \$35 Per Hour

Job ID: YJ1468103

Posting Date: 10-Jul-2025

Expiry Date: 30-Jul-2025

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Vacancies: 1

Experience: 2 years

Job Type: Full Time

Job Description

Responsibilities

Tasks

- Review and evaluate new administrative procedures
- 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
- Train staff
- Oversee and co-ordinate office administrative procedures

Additional information

Work conditions and physical capabilities

- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized
- Reliability

Benefits

Health benefits

- Dental plan
- Health care plan
- Vision care benefits

Other benefits

- Parking available

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: route2recruit@gmail.com

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