



Office Manager

Posted by: SEVEN HILLS DRIVING ACADEMY INC

Location: Surrey

Salary: \$36.05 Per Hour

Job ID: YJ4862269

Posting Date: 01-Sep-2025

Expiry Date: 28-Feb-2026

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Surrey, BC, V3X 3P1

Work location: On site

Salary: 36.05 hourly / 30 hours per week

Terms of employment: Permanent employment

Full time: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

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
- Carry out administrative activities of establishment
- Perform data entry
- Resolve conflict situations
- Monitor and evaluate

Canadian citizens and permanent or temporary residents of Canada

other candidates, with or without a valid Canadian work permit

How to apply

By email

drivingacademysevenhills@gmail.com

Posted on canadianyouthjobs.com