



Administrative Assistant

Posted by: Universal Fingerprinting Services Ltd.

Location: Surrey

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 hours per week Per Hour

Job ID: YJ3513603

Posting Date: 01-Oct-2025

Expiry Date: 30-Mar-2026

Education: Secondary (High) School Graduation Certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Company: Universal Fingerprinting Services Ltd.

Job Title: Administrative Assistant

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type: Full Time (Permanent)

Salary: \$35.00-\$37.00/hour (To be negotiated) 32 hours per week

Company Address: #303 8318 120 St, Surrey, BC, V3W 3N4

Education: Secondary (High) School Graduation Certificate

Experience: 1 year to less than 2 years

Language: English

Positions Available: 1 Vacancy

Job Conditions: Day, Evening, Morning

Start Date: As soon as possible

NOC Group: 13110

Job Duties:

- Establish and implement office policies and procedures in line with RCMP fingerprinting compliance.
- Determine and establish office routines, schedules, and workflows.
- Schedule and confirm appointments and manage client booking systems.
- Answer telephone calls, relay messages, and respond to electronic enquiries.
- Compile and prepare data, statistics, and other information for reports.
- Order office supplies and maintain inventory levels.

- Greet clients and direct them to appropriate contacts or service areas.
- Set up and maintain both manual and computerized information filing systems.
- Type, proofread, and format correspondence, forms, and other documents.
- Perform accurate data entry into secure systems.
- Provide customer service and assist with client inquiries, including overseas clients who previously lived in Canada and require RCMP clearances.
- Maintain and manage a secure digital database of client information.

Requirements:

- 1–2 years of experience in an administrative or office support role.
- Proficiency with MS Office (Word, Excel, Outlook, PowerPoint, Windows) Social Media and Google Drive.
- Criminal Record Check
- Strong organizational skills.
- Excellent oral and written communication skills.
- Ability to work independently
- Work under pressure
- Attention to detail
- Own transportation

On site

- Work must be completed at the physical location. There is no option to work remotely.

How to Apply:

Qualified candidates interested in this career opportunity should email their cover letter and resume to: jobs.universalfingerprinting@gmail.com

No Phone calls please. Only short-listed candidates will be contacted.

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: jobs.universalfingerprinting@gmail.com

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