

Administration Officer (13100)

Posted By: Royal Citizen Immigration Services Ltd.

Location: Richmond

Salary: \$35 Per Hour

JOB ID : RJ1951113

Posting Date : 26-Jan-2025

Expiry date : 25-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

JOB POSTING PENDING REVIEW

administration officer Verified

Posted on ----- by Royal Citizen Immigration Service Ltd

Job details

Richmond, BC

V7C 3M6

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3216755

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

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 to 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?
- Are you willing to relocate for this position?

Advertised until

To be determined

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: work@royalcitizen.ca

Posted on refugeejobportal.com