

## 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

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## 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](mailto: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](mailto:work@royalcitizen.ca)

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