

Office Manager

Posted By: Revelation Security Services

Location: New Westminster

Salary: \$35.00 Per Hour

JOB ID : RJ5102606

Posting Date : 25-Jun-2025

Expiry date : 22-Dec-2025

Education : Bachelor's degree

Language : English

Vacancies : 1

Years of Experience : 3 years

Job Type : Full Time

Job Description

Job Title: Office Manager

Employer Name: Revelation Security Services

Location: 105, 773 6 Street, New Westminster, BC V3L 3C6

Job Type: Permanent, Full-Time

Hours: 32 hours per week

Salary: \$35.00 per hour

Start Date: As soon as possible

Vacancies: 1

Position Overview

Revelation Security Services is a trusted provider of professional and reliable protection services for both commercial and residential clients. We are currently seeking an experienced and detail-oriented Office Manager to lead our administrative operations and support our commitment to safety, accountability, and efficiency.

Responsibilities

- 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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Monitor and evaluate

Qualifications

- **Education:** Bachelor's degree
- **Experience:** 3 to 5 years in an office management or administrative leadership role is an asset
- **Language:** English

How to Apply

By email: revelation.newwest.job@gmail.com

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: revelation.newwest.job@gmail.com

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