



Administrative Officer

Posted By: SEVEN HILLS DRIVING ACADEMY INC.

Location: Surrey

Salary: \$37.50 Per Hour

JOB ID : RJ4957982

Posting Date : 30-Sep-2025

Expiry date : 29-Mar-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

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

Rural area

Remote location

Willing to relocate

Responsibilities

Tasks

Implement new administrative procedures

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Commission systems and components

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

MS Project

Quick Books

Spreadsheet

Accounting software

Human resources software

MS Outlook

MS Windows

Database software

WordPress

Area of specialization

Project management

Accounting

Additional information

Security and safety

- Basic security clearance
- Criminal record check

Transportation/travel information

- Own transportation
- Willing to travel
- Willing to travel regularly
- Valid driver's licence
- Travel expenses not paid by employer

Benefits

Health benefits

- Health care plan
- Vision care benefits

Financial benefits

- Group insurance benefits

Long term benefits

- Maternity and parental benefits

Other benefits

- Free parking available
- On-site amenities
- On-site housing options
- Parking available

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