

# Administration Officer (13100)

**Posted By:** Whitestone Management Ltd.

**Location:** Burnaby

**Salary:** \$35.5 Per Hour

**JOB ID :** RJ6747146

**Posting Date :** 10-Jan-2026

**Expiry date :** 30-Jan-2026

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** Fresher (less than 1 year)

**Job Type :** Full Time

## Job Description

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# administration officer

Verified

Posted on ----- by Whitestone Management Ltd.

## Job details

Burnaby, BC

V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment

Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: Health benefits

1 vacancy

Job Bank #3468611

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

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

### Work setting

Construction company

# Responsibilities

## Tasks

- Delegate work to office support staff
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information legislation
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal and storage
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Oversee payroll administration

## Benefits

### Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

## Who can apply for 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

## **Direct Apply**

By Direct Apply

Additional ways to apply

### **By email**

hr.whitestonemanagement@gmail.com

**If applying by email:**

### **What you must include in your application:**

- Cover letter
- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?

## **Advertised until**

To be determined

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**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: hr.whitestonemanagement@gmail.com**

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**Posted on refugeejobportal.com**