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OFFICE ADMINISTRATOR

Posted on November 11, 2024

Business Name: Mainland Lube Express Service Ltd.

Job Expires: 2025-05-10

Salary: 34.75

Hours Per Week: 32

Mainland Lube Express Service Ltd. located at 6734 King George, Surrey, British Columbia V3W 4Z5 urgently requires one Permanent & Full Time Office Administrator. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Duties:

- Oversee policies and procedures for releasing records in compliance with government access to information and privacy legislation.
- Manage and coordinate office administrative processes while reviewing, implementing and assessing new procedures.
- Help prepare the operating budget and manage inventory
- Set work priorities, assign tasks to office support staff, and ensure adherence to procedures and timely completion of deadlines.
- Gather data and create periodic and special reports, manuals, and correspondence.

Minimum education: Completion of secondary school is required.

Minimum Experience: Minimum 1 year of related work experience is required.

Number of Positions: 1

Salary: \$34.75/hour (Minimum 32 hrs/week).

Please send your resume to hr.mainlandmotors@gmail.com

