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OFFICE MANAGER

Posted on February 4, 2025

Job Location: Surrey BC

Job Expires: 2025-08-03

Salary: \$34.75

Hours Per Week: 32

Hwy 10 Auto Sales Ltd. DBA Mainland Motors located at 6786 King Goerge, Surrey, British Columbia V3W 4Z5 urgently requires one Permanent & Full Time Office Manager. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Duties:

- Supervise and organize office administrative procedures, while reviewing, assessing, and implementing new processes.
- Support the preparation of the operating budget and manage inventory and budget control processes.
- Organize and plan office services, including equipment, supplies, and forms.
- Set work priorities, assign tasks to office support staff, and ensure that deadlines are met and procedures are adhered to.
- Manage services related to asset disposal, parking, maintenance, and security.

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 mainlandmotors.hr@gmail.com

