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## PERMANENT FULL TIME JOB - LOWER MAINLAND

Posted on August 23, 2024

**Business Name:** WFG Solutions Inc.

**Job Expires:** 2025-03-24

**Salary:** 28.85

**Hours Per Week:** 30-40

Office Administrator (FT Position)

Summary:

WFG Solutions Inc. offers a broad range of financial products and services aimed at helping individuals, families, and businesses secure their financial futures. Our services include life insurance, retirement strategies, and wealth-building solutions, tailored to meet the unique needs of each client. With a focus on personalized financial strategies, WFG's independent agents guide clients through every step, from planning for retirement to protecting loved ones and building long-term wealth

Job details:

Location: Surrey, B.C.

Salary: \$28.85 / hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 6 months

- Duties:
- a) Overseeing office operations, ensuring records, files, and databases are well-maintained.
  - b) Managing internal and external correspondence and communications.
  - c) Coordinating meetings, appointments, and travel arrangements for staff.
  - d) Monitoring office supplies and inventory, ensuring timely restocking.
  - e) Assisting with basic bookkeeping and maintaining financial records.

Work Conditions and Physical Capabilities:

Ability to multitask, excellent oral and written communication, flexibility, client focus, reliability, organizational skills, team player, accuracy.

Employment Groups:

We welcome applications from youth, veterans of the Canadian Armed Forces, visible minorities, persons with disabilities, Indigenous people, newcomers to Canada, seniors, and apprentices.

Terms of Employment:



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Permanent, Full-time: 30-40 hours/week

Start Date: As soon as possible

How to Apply:

By email: H.Sukhija at [wfgsolutions366@gmail.com](mailto:wfgsolutions366@gmail.com)

Intended Job Posting Audience:

This position is open to anyone who can legally work in Canada. If you are not currently authorized to work in Canada, your application will not be considered.

We look forward to receiving your application and welcoming a new member to our team at WFG Solutions Inc.

