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OFFICE MANAGER

Posted on September 20, 2025

Job Location: Surrey

Job Expires: 2026-03-19

Salary: \$36.75

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 Indigenous 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 accommodation, relocations, 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: \$36.75/hour (Minimum 32 hrs/week).

Please send your resume to Top of Form

mainlandmotors.hr@gmail.com

Bottom of Form

