



## Office Administrator

Posted by Universal Fingerprinting Services Ltd.

**Posting Date :** 23-Apr-2025

**Closing Date :** 20-Oct-2025

**Location :** Surrey

**Salary :** \$35.00-\$37.00/hour (To be negotiated) 40 hours per week Per Hour

### Job Requirements

- **Education:** Secondary (High) School Graduation Certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5662602

### Job Description:

**Company:** Universal Fingerprinting Services Ltd.

**Job Title:** Office Administrator

Work Location: #303 8318 120 St, Surrey, BC, V3W 3N4

Job Type: Full Time (Permanent)

Salary: \$35.00-\$37.00/hour (To be negotiated) 40 hours per week

Company Address: #303 8318 120 St, Surrey, BC, V3W 3N4

Education: Secondary (High) School Graduation Certificate

Experience: 1 year to less than 2 years

Language: English

Positions Available: 1 Vacancy

Job Conditions: Day, Evening, Morning

Start Date: As soon as possible

NOC Group: 13100

**Job Duties:**

• Implement new administrative procedures

• Review and evaluate new administrative procedures

- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

### **Experience and Specialization**

### **Computer and technology knowledge**

- Social Media
- MS Excel
- MS Office
- MS Outlook

- MS PowerPoint

- MS Windows

- MS Word

- Google Drive

### **Security and safety**

- Criminal record check

### **Transportation/travel information**

- Own transportation

### **Work Conditions and physical capabilities-**

- Ability to work independently

- Work under pressure

- Attention to detail

### **Personal suitability**

- Excellent oral communication

- Excellent written communication

### **On site**

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

**How to Apply:**

Qualified candidates interested in this career opportunity should email their cover letter and resume to: [jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)

No Phone calls please. Only short-listed candidates will be contacted.

**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:**  
**[jobs.universalfingerprinting@gmail.com](mailto:jobs.universalfingerprinting@gmail.com)**

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