

Employent agency manager

Posted by Travlink Employment Consulting & Travel Ltd.

Posting Date: 25-Nov-2025

Closing Date: 24-May-2026

Location: Vancouver

Salary: \$37.24 Per Hour

Job Requirements

• Education: Bachelor's degree or equivalent experience

• Language: English

• Years of Experience: 2 years

• Vacancy: 1

Job Type: Full TimeJob ID: DISJ2197789

Job Description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated **Employment Agency Manager** to oversee daily operations and support the continued growth of our agency. The successful candidate will be responsible for managing recruitment activities,

coordinating with clients and job seekers, developing service strategies, and ensuring the agency meets its operational and compliance standards.
Key responsibilities include supervising staff, improving placement processes, building employer partnerships, developing recruitment plans, monitoring performance targets, and ensuring a high level of client satisfaction.
Job details:
Languages:
Bilingual
Education:
Bachelor's degree
or equivalent experience
Experience:
1 year to less than 2 years
On site
\$37.24 per hour / 32 hours per week
Work must be completed at the physical location. There is no option to work remotely.
Asset languages:
Tagalog
Work setting:
Urban area
Responsibilities & Tasks:
Analyzes the administrative issues in order to provide help to the employee
Assign projects
Coordinate projects and programs
Develop action plans

Direct the operations of an organization or department that provides services Evaluate the operations of establishments that provide services to business Plan and organize the operations of establishments that provide services to business Provide expertise in response to clients needs Review projects and programs Sort the technical problems in order to help the employee with established procedures Hire, train, direct and motivate staff Market business services Plan and control budget and expenditures Plan and direct research Direct and advise staff in the development and implementation of service quality assessment strategies Plan, develop and organize the policies and procedures of establishments Represent the company within various economic and social organizations Provide customer service Monitor and evaluate Work conditions and physical capabilities: Attention to detail Tight deadlines Work under pressure Personal suitability Accurate Client focus Dependability Efficient interpersonal skills Excellent oral communication Excellent written communication

Flexibility
Initiative
Judgement
Organized
Reliability
Team player
Innovation
Benefits:
Health benefits
Dental plan
Paramedical services coverage
Financial benefits:
Night shift premium
Other benefits:
Free parking available

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: resume@travlinkvisas.com

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