



administration officer

Posted by Employer details Whitestone Management Ltd.

Posting Date : 25-Jan-2026

Closing Date : 14-Feb-2026

Location : Burnaby

Salary : \$35.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6930133

Job Description:

administration officer

Verified

Posted on January 25, 2026 by Whitestone Management Ltd.

Job details

Burnaby, BC
V5J 3J1

On site

35.50 hourly / 35 hours per week

Permanent employment
Full time

Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3493352

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Work setting

Construction company

Responsibilities

Tasks

- Delegate work to office support staff
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under the Freedom of Information Act
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, facilities and services
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Oversee payroll administration

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

- Additional ways to apply

By email

hr.whitestonemanagement@gmail.com

If applying by email:

What you must include in your application:

- Cover letter
- Answers to the following screening questions:
 - Are you authorized to work in Canada?
 - Are you willing to relocate for this position?

Advertised until

2026-02-15

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:

hr.whitestonemanagement@gmail.com

Posted on Disabled job Portal