



## administration officer

Posted by Employer detailsWhitestone 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 g

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, f  
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

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## 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](mailto: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](mailto:hr.whitestonemanagement@gmail.com)

**Posted on Disabled job Portal**