



administration officer

Posted by BUDGET OPTICAL

Posting Date : 07-Feb-2026

Closing Date : 27-Feb-2026

Location : Delta

Salary : \$30 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7612286

Job Description:

administration officer Verified

Posted on January 14, 2026 by **BUDGET OPTICAL**

Job details

Delta, BC
V4C 6R8

On site

30.00 hourly / 30 hours per week

Permanent employment
Full time

Shift, Flexible hours, Morning, Day, Overtime available

Starts as soon as possible

1 vacancy

Job Bank #3485157

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

On site

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

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

akaloptical26@gmail.com

Advertised until

2026-02-13

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: akaloptical26@gmail.com

Posted on Disabled job Portal