



Employment agency manager (Travlink Employment Consulting and Travel Ltd.)

Posted by Travlink Employment Consulting and Travel Ltd.

Posting Date : 25-Mar-2026

Closing Date : 21-Sep-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 Time
- **Job ID:** DISJ5146960

Job Description:

Travlink Employment Consulting & Travel Ltd. is seeking a skilled and motivated 1 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.

Languages

Bilingual

Education

Bachelor's degree
or equivalent experience

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.

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

Additional information

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 reference letter from your previous employer to the following email: resume@travlinkvisas.com

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