

## OFFICE ADMINISTRATION AND CLERICAL

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### Research Assistant

**Arthritis Research Canada (ARC), Richmond**

Seeking a full-time, self-motivated Research Assistant with strong writing skills to assist with multiple arthritis research projects. Qualifications: • Bachelor's degree in health sciences or a relevant field (Master's degree an asset, but not essential) • Experience in study/data management • Proficiency with MS Office, particularly Word (e.g., tracking changes, comparing documents, and other editing features), Excel, and PowerPoint • Experience in the use of various EDC systems (e.g., Medidata Rave, RedCap) an asset • Excellent oral and written communication with a strong attention to detail. Send a cover letter, resume, and writing sample (maximum of 300 to 500 words) by Wednesday, November 28, 2018 to: Human Resources Dept. Job 4025, Arthritis Research Canada, 5591 No. 3 Road, Richmond, BC V6X 2C7; Fax: 604-207-4056 [info@arthritisresearch.ca](mailto:info@arthritisresearch.ca)

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Job Posted: November 24, 2018

### Receptionist, P/T

**Destination Chrysler, Jeep, Dodge, Ram, North Vancouver**

Looking For: • Prior Administrative / Receptionist experience is a must • Excellent verbal and written communication skills. • You are driven to succeed and a self-starter with a strong work ethic • Thrive within an environment that has a lot of multi-tasking duties • Genuinely enjoys chatting and connecting with individuals, whether they are guests or employees • Organized, detail oriented, coachable and open to learning and development. Submit your resume for review and consideration [careers@destinationauto.ca](mailto:careers@destinationauto.ca)

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Job Posted: November 24, 2018

### Office Administrator

**A T P Mortgage Corporation Ltd., Surrey, \$24/hr**

Oversee and co-ordinate office administrative procedures and review evaluate and implement new procedures. Should be able to establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed. Effectively co-ordinate and plan for office services, such as equipment, supplies, forms. Assist in preparation of operating budget and maintain inventory and budgetary controls. ?Efficiently assemble data and prepare manuals and correspondence. Requirements: • Education: Completion of High School Required A university degree or college diploma in business or public administration would be an asset • Experience: 1 to 2 years experience of having worked in an office-based environment in an office administration role, senior clerical or executive secretarial position is required. • Language: English. Mail: Unit 205 - 12639 80 Ave, Surrey, BC V3W 3A6; Email: [admin@atpmortgage.com](mailto:admin@atpmortgage.com)

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Job Posted: November 24, 2018

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### General Operations Clerk - 12 month Training Opportunity

City of Surrey

The Planning and Development Department is seeking energetic, self-motivated team players to join our Building Division in a 12-month opportunity to train as a General Operations Clerk. You will perform varied and complex clerical duties and technical work related to a broad range of matters within the Building, Planning and Engineering departments. You must have:

- Completion of Grade 12 education supplemented by courses in building, planning and/or engineering.
- Minimum 1-year customer service experience (asset if related to building, planning and/or engineering)
- OR an equivalent combination of education, training and experience
- Strong customer service and communication skills
- Ability to thrive in a fast-paced and busy work environment
- Ability to solve problems and use judgment to make sound decisions.

During the training opportunity, you will be expected to:

- Enrol and work towards successful completion of courses related to building/construction, planning, and/or civil engineering totaling a minimum of nine (9) credits
- Successfully meet all performance expectations of the training opportunity in order to continue in the program (your suitability will be assessed quarterly and feedback will be provided).

Apply online by December 7, 2018 at [www.surreycareers.ca](http://www.surreycareers.ca)

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Job Posted: November 24, 2018

### Corporate Reception

Keridan Limited, Vancouver, \$35,000 - \$38,000

Professional well-established development firm in downtown Vancouver is looking to hire a Corporate Receptionist to join their office team immediately. In this position, you would be responsible for answering the telephones and handling all of the front-end administration in a busy fast-paced environment. Must have a minimum of 2 years reception/admin experience, solid MS Office skills, a positive motivated attitude and a friendly helpful demeanour! Send your resume asap to: [keridanlimited@gmail.com](mailto:keridanlimited@gmail.com)

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Job Posted: November 24, 2018

### Administrative Assistant

SP Capital Consulting Ltd., Surrey, \$22.75/hr

Greet and attend visitors/customers in professional manner. Answer telephone and electronic enquiries. Handle all electronic mails and hard copy documents. Schedule and confirm appointments and meeting of employer.

Requirements:

- Languages: English
- Education: Completion of Bachelors Degree
- Experience: Minimum 1-2 years experience in Clerical or in the same related field will be an asset.

Mail: Unit 346 - 8140 128th st., Surrey, BC V3W 1R1; Email: [bhartiartjewellers88@gmail.com](mailto:bhartiartjewellers88@gmail.com)

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Job Posted: November 24, 2018

## OFFICE ADMINISTRATION AND CLERICAL

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### **Administrative Assistant**

**Novacom Building Partners, (Cloverdale) Surrey, \$15 - \$17/hr**

This role support multiple departments throughout the company, and provides an opportunity for growth in Project Administration. Qualifications: • Proficient in MS Word, Excel and Outlook • Must have excellent command of the English language, verbal and written • Minimum 2-5 years previous experience in administration. Under Career Opportunities - select "Administrative Assistant" and follow link to submit application [novacom.ca/careers/](http://novacom.ca/careers/)

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Job Posted: November 24, 2018

### **Administrative Assistant**

**B & G Village Inc., Surrey, \$24/hr**

Hiring administrative assistant for full-time and permanent position. Duties would be to Coordinate and implement office administrative procedures, establish work priorities and ensure deadlines are met, coordinate services such as parking, cleaning and security, ensure all the utilities are being paid in time, prepare reports and other presentations, schedule appointments, maintain filing system, prepare and review intra and intercompany correspondence, review electronic and other mail and distribute accordingly, maintain and order office supplies, ensure smooth office operations, file reports. Minimum education as completion of High school. Minimum experience of one year or more in an office environment is required. Mail: Unit 303, 8675 130 Street, Surrey, BC V3W 1V9; Email: [bandgsurrey@gmail.com](mailto:bandgsurrey@gmail.com)

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Job Posted: November 24, 2018