

**Administrative Assistant****Across Border Visa Inc., Surrey, \$23/hr**

Receive, log and distribute incoming mail according to procedures. Prepare correspondence and invoices. Schedule and confirm appointments and meetings. Answer calls and relay messages, fax, make copies, other general clerical duties as required. The right candidate will have the following skills:  Completion of Secondary school  Completion of a one- or two-year college or other program for administrative assistants or secretaries or minimum 1 year of clerical experience is required  Proficient with Microsoft Office  Excellent phone manners  Fluent in English. Mail; 12888 - 80th Avenue, Surrey, BC V3W 3A8; Email: [abv105@outlook.com](mailto:abv105@outlook.com)

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Job Posted: January 26, 2019

**Administrative Support Assistant (Legal Services)****WorkSafeBC, Richmond, \$25.08/hr**

To apply Visit [www.worksafebc.com](http://www.worksafebc.com) and select Careers to submit a resume and cover letter that details your characteristics, accomplishments, and prior work experience related to the requirements for the position. We can only accept applications submitted through our website. Mail: 6951 Westminster Hwy, Richmond, BC V7C 1C6; Apply by Feb 21, 2019 [www.worksafebc.com/en/about-us/careers/current-opportunities](http://www.worksafebc.com/en/about-us/careers/current-opportunities)

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Job Posted: January 26, 2019

**Clerk - Traffic, Auxiliary / On Call****City of Burnaby, \$25.31/hr**

Traffic Bylaws division is looking for a Clerk to perform clerical work of some variety and complexity involving responding to enquiries regarding traffic violation notices and taking and dispatching traffic violation complaints. Qualifications include completion of Grade 12, including or supplemented by commercial courses plus sound related experience, or an equivalent combination of education, training and experience. Considerable knowledge of applicable policies, procedures, by-laws, rules and regulations as they relate to the work performed. Sound knowledge of modern office methods and procedures, strong spelling, arithmetic and punctuation; and knowledge of the violation ticket system. Ability to deal courteously and effectively with the public, staff and external agencies in providing information and explaining procedures, by-laws, rules and regulations related to the work performed; to make decisions in accordance with applicable rules, policies and procedures and to perform assigned duties with minimal supervision; to maintain files and records related to the work; and to compose routine correspondence. Apply online by February 1, 2019, Competition No.:2019-CT, at [trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3959](http://trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3959)

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Job Posted: January 26, 2019

**Community Service Clerk, F/T Temp (10 months)****District of North Vancouver, \$25.31 - \$29.74/hr**

Looking for a temporary full-time Community Service Clerk for approximately ten months to provide customer service and clerical support in the Planning, Properties and Permits Division. Duties will include accepting, reviewing, processing and issuing permits and business licenses; providing information related to permits, licenses, and relevant bylaws; receiving and booking inspections; calculating fees and processing payments; receiving and processing requests for service; providing staff support and performing general departmental activities; and preparing a variety of documents. Qualifications: Grade 12, supplemented by post-secondary business or business application courses plus sound related clerical experience involving public contact, or an equivalent combination of training and experience. Ideally, you have experience working in a municipality or other high-volume customer service role involving data processing in which accuracy is critical; are able to work as part of a team and deal effectively and courteously with internal and external contacts; as well as have the ability to handle all interactions with positivity, promptness, tact and diplomacy. Adaptability and enthusiasm to take on new challenges are paramount. Apply on-line by February 15, 2019 with your cover letter and resume at [www.dnv.org/careers](http://www.dnv.org/careers)

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Job Posted: January 26, 2019

**HR Support Assistant 3, Auxiliary / On Call / Seasonal****City of Burnaby, \$25.31/hr**

As a member of the recruitment team, the Human Resources Support Assistant 3 is responsible for clerical work involving a variety of support services primarily for the Recruitment Team. This role requires someone that can take initiative and handle high-volume requests while continually managing their workload. The ability to think on your feet, perform duties with minimal supervision and exercise sound judgment are essential. Experience in a unionized environment would be an asset. The successful candidate will have a Certificate in Human Resources and 2 years of related experience or an equivalent combination of education, training and experience. The ideal candidate will have experience using Adobe Suite programs including but not limited to: Photoshop, InDesign, Acrobat and Illustrator. Intermediate skills with MS Office Suite, specifically Excel are considered an asset. Apply online by February 24, 2019, Competition No.:2018-HRSA, at [trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3815](http://trr.tbe.taleo.net/trr01/ats/careers/requisition.jsp?org=CITYBURNABY&cws=1&rid=3815)

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Job Posted: January 26, 2019

**Office Administrative Assistant, F/T****V-CAN Consulting Inc., Surrey, \$23.50/hr**

Seeking an energetic, highly motivated professional to join our team. Prepare and modify documents including correspondence, reports, drafts, memos and emails. Organize and schedule appointments and meetings. Answer phones and email and relay messages. Handle incoming mail and distribute to appropriate department. Maintain manual & computerized filing systems. Requirements:  Completion of high school  Completion of Degree/Diploma in administrative assistants or secretaries or minimum 2 years of clerical experience is required  Strong computer skills, particularly Microsoft Office  Excellent written and verbal English communication skills  Attention to detail and problem-solving skills. Contact: Maninderpal Chadha. Mail: Unit 102K, 7337 137 Street, Surrey, BC V3W 1A4; Email: [vcanvisa1@gmail.com](mailto:vcanvisa1@gmail.com)

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Job Posted: January 26, 2019

**Office Administrator****Deol & Co Professional Services Ltd., Surrey, \$23.10/hr**

Looking for a 1 Full time, Permanent Office Administrator to join their team as soon as possible. Establish work priorities and delegate work to other office staff in order to ensure tasks are met. Oversee office filing and administrative procedures and review, evaluate and record management needs. Carry out administrative activities and other administrative tasks and routine inquiries efficiently. Maintain inventory of office supplies and ensure that low supplies are ordered in time. Requirements:  Completion of secondary school is required  A university degree or college diploma in business or public administration will be a bonus  Experience in a related field is required. Mail: #203, 8120 128 Street, Surrey, BC V3W 1R1; Email: [deolcompanies@gmail.com](mailto:deolcompanies@gmail.com)

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Job Posted: January 26, 2019

**Office Administrator****Suman Auluck Physical Therapist Corporation, Surrey, \$23/hr**

Suman Auluck Physical Therapist Corporation dba Prana Physiotherapy Ltd. is looking for an Office Administrator to join their office as soon as possible. Oversee and co-ordinate administrative procedures and evaluate new procedures. Establish work priorities and prepare schedules for the staff and top management. Co-ordinate and plan for business services. Requirements:  Completion of secondary School is required  A university degree or diploma in public administration can be an asset  1 to 2 years of experience in the relevant field is required. Job Location: unit 103 ,9093 King George Blvd, Surrey, BC V3V 5V7; Email: [info.pranaphysiotherapy@gmail.com](mailto:info.pranaphysiotherapy@gmail.com)

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Job Posted: January 26, 2019

**Office Administrator / Customer Service Rep.****Centurion Trucking inc., Surrey, \$15/hr**

You will perform clerical and administrative functions in order to drive company success. Candidate works closely with Managers and Accounting Team. Successful candidate will have excellent computer skills with 100% customer service focused attitude. Qualifications:  Previous experience in office administration or other related fields  Ability to prioritize and multitask  Excellent written and verbal communication skills  Strong attention to detail  Strong organizational skills  Minimum type 50 wpm  Working knowledge with MS Office (Word, Excel & Outlook)  Previous experience in Transportation Industry  Knowledge of Canada/ USA Geography. Apply in person @ #202 - 13042 84 Avenue, in Surrey, BC (Between 2-3 PM on weekdays)

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Job Posted: January 26, 2019

**Office Manager****VoPay International Inc., (Dunsmuir St) Vancouver**

Looking for a well organized, competent and self-starter office Manager ( Full Time) to join our growing team in Downtown Vancouver. The candidate should be a highly motivated individual and responsible for directly supervising and maintaining all office management duties. Qualifications:  3+ years of corporate administrative management experience  Professional behaviour and effective communication - clear and concise verbal and written communication to convey substance/intent  Relationship building - initiate contact readily and devote time to maintain  Organizing and planning - manage time, maximize productivity  Team Player - Team-oriented, share resources, assist other areas  Excellent computer and technology skills and established experience with productivity software  Ability to work in a fast-paced environment, maintaining organization and prioritization of tasks  Bachelor's Degree from an accredited institution. Job ID: 2001000.

[hr@vopay.com](mailto:hr@vopay.com) [vopay-international-inc.breezy.hr/p/3c67d40d1e5b-office-manager](http://vopay-international-inc.breezy.hr/p/3c67d40d1e5b-office-manager)

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Job Posted: January 26, 2019

**Office Supervisor****CWC Immigration Solutions Inc., Surrey, \$26/hr**

Responsible for the administrative operation of office such as: word processing; record keeping and filing; operating telephones and switchboards; data entry; and other activities involving general office and administrative skills. Skills requirement:  Completion of High School and minimum 1 year of experience as Office Supervisor are required  Proficient in Microsoft office  Excellent communication skills - verbal and written  Administrative or Customer Service experience is highly preferred  Ability to work in an high pressured and time sensitive environment  Willing to work long hours and on weekends  Strong writing skills  Drivers license is an asset. Mail: #209, 13049 76th Avenue, Surrey, BC V3W 2V7; Email: [cwcimmigrationjobs@gmail.com](mailto:cwcimmigrationjobs@gmail.com)

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Job Posted: January 26, 2019

**Receptionist/Administrative Assistant****DM Tax and Accounting, Surrey, \$32,000 - \$40,000**

Seeking someone with solid administrative and reception background with an aptitude for bookkeeping and a desire to develop this acuity to become a significant contributor to the growth and success of DM Tax. We offer a commitment to mentoring and training the right candidate. Qualifications and Skills:  Microsoft Office 365 programs and database systems.  Sage 50 would be a strong asset  Post-secondary training in a recognized Administrative or Bookkeeping program  Excellent English speaking communication and interpersonal skills  Positive attitude, strong initiative, solution-focused and detail-oriented  Outstanding customer service a must. Position starts February 4, 2019. No phone inquiries. Submit your resume and cover letter at [hr@dmtax.ca](mailto:hr@dmtax.ca)

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Job Posted: January 26, 2019

**Receptionist/Administrative Assistant****Trail Appliances, Vancouver, \$17/hr**

Greet visitors and connect them with the correct Trail employee. Field incoming calls in a professional manner & direct callers to appropriate staff; return voicemail inquiries. Administration duties to support the sales team and run the store administration. Order entry onto internal software. Required:  Experience working in an administrative/customer service role  Fast and accurate data entry skills with the ability to multi-task  Effective verbal and written communication  Experience managing customer conflict and escalation  Ability to establish priorities, work and think independently without direct supervision  Must have a Driver's License and access to a car  Must be available to work on weekends (Saturdays and Sundays) when required. Email your resume and include "Receptionist/Administrator" in the subject line [jobs@trailappliances.com](mailto:jobs@trailappliances.com)

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Job Posted: January 26, 2019

**Receptionist/Sales Co-ordinator****Educan Institutional Furniture Ltd., Coquitlam, \$16/hr**

Full Time Office Receptionist/Sales Co-ordinator required for Coquitlam business. Knowledge of Microsoft Office and Sage is a must. Email resumes please. No phone calls. [pacomani8888@gmail.com](mailto:pacomani8888@gmail.com)

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Job Posted: January 26, 2019