



ADMINISTRATIVE OFFICER

Posted on June 15, 2024

Company Name: Quality Forest Products Ltd.

Job Expires: 2025-02-11

Job Location: 17660 65A Avenue, Surrey, BC V3S 5N4

Hours Per Week: 32

Job Salary: \$29/hour

Quality Forest Products Ltd. located at #203 - 17660 65A Avenue, Surrey, BC V3S 5N4 urgently requires two Permanent & Full Time Administrative Officer. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Duties:

Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures;

Manage office work activities and delegate duties to employees as needed;

Ensure deadlines are met and procedures are followed;

Job prioritization, planning, and completion in timely manner;

Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling;

Prepare log sheets of all drivers and prioritize work to meet schedules;

Manage expenses, cost monitoring and plan monthly-annual budget etc;

Assist in preparation of operating budget and maintain inventory and budgetary controls.

Minimum education: Completion of secondary school is required.

Minimum Experience: Minimum one year of work experience in similar role is required.

Number of Positions: 2

Salary: \$29/hour (Minimum 32 hrs/week).

Please send your resume to qualityforestproductsltd@gmail.com

