Administrative services manager

Hyland Notary

Job ID
11051

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LOCATION	DATE POSTED	EXPIRY DATE
6678 152 st suite 103, Surrey, BC| British Columbia	14-10-2026	12-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 50.20/hr	2 years to less than 3 years	Bachelor's degree

Job Details

Salary: $50.20/Hourly

Job Type: Permanent employment, Full time

Language: English

Start Date of Employment (Approx.): As soon as possible

Minimum Education: Bachelor's degree

Positions Available: 1

NOC Group: Other administrative services managers (10019)

NOC Job Title: Administrative services manager

Employer's name: Hyland Notary

Job Location(s)

6678 152 st suite 103

Surrey, British Columbia

V3S 7J2

Specific Skills

- Co-ordinate administrative services
- Assist in preparing annual budgets
- Direct and control corporate governance and regulatory compliance procedures within establish
- Hire and train or arrange for training of staff
- Plan, administer and control budgets for client projects, contracts, equipment and supplies
- Prepare reports and briefs for management committees evaluating administrative services

Personal suitability

- Accurate

Language

• English

Education

• Bachelor's degree

Experience

• 2 years to less than 3 years

How to Apply

Email: jobpostings@heyram.ca

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