Administrative Services Officer

Terry International Education and Business Services Inc.

Job ID
40311

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LOCATION	DATE POSTED	EXPIRY DATE
605-8477 Bridgeport Road, Richmond, BC V6X 0S8, Richmond, BC| British Columbia	09-06-2026	06-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $37 per hour; 35 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Employer: Terry International Education and Business Services Inc.

Position: Administrative Services Officer

NOC Code: 13100

Work Hours: 35 hours per week

Hourly Rate: $37 per hour

Vacancy: 1

Work Location: 605-8477 Bridgeport Road, Richmond, BC V6X 0S8

Terms of Employment: Full-time, Permanent

Language of Work: English

COMPANY PROFILE

Terry International Education and Business Services Inc. is an affiliated education and business services company operating within the Terry Immigration Group. The company provides integrated support services to students and families, including education consulting, school application coordination, language training support, study tour arrangements, and settlement-related service coordination.

The company’s services require close coordination among internal staff, external professionals, partner institutions, and service providers. We are currently seeking an experienced Administrative Services Officer to oversee and improve office administrative procedures, coordinate internal workflow, support records and document control, and assist management in maintaining efficient and well-organized business operations.

METHOD OF APPLICATION

If you are interested in this position, please send your resume via email at hr@terryimmigration.com

We thank all applications. Only qualified candidates will be contacted. No walk in or phone call please.

Job Description

KEY RESPONSIBILITIES

The Administrative Services Officer will be responsible for the following duties:

• Oversee and coordinate office administrative procedures and review, evaluate, and implement new procedures to support Terry International’s education consulting, student service coordination, school application support, and related business service operations.
• Maintain and improve internal administrative systems, including Lark, Google Workspace, shared file structures, administrative records, standardized office forms, task follow-up records, and document control procedures.
• Establish work priorities, delegate administrative follow-up tasks to office support staff, and ensure that application timelines, document collection deadlines, correspondence follow-ups, and internal procedures are properly followed.
• Carry out administrative activities related to student admissions and school application support, including student intake records, school application checklists, document tracking, service timelines, correspondence logs, missing-document follow-up, and file closing records.
• Administer internal procedures related to the management, release, and control of student records, client files, application documents, school correspondence, and service records in accordance with company policies and applicable privacy requirements.
• Coordinate and plan office services, including office supplies, equipment, forms, service partner contact lists, vendor communication, maintenance requests, and general workplace organization.
• Conduct administrative reviews and oversee administrative operations related to contracting, service coordination, and project planning, including agent agreements, school representative agreements, service partner records, renewal tracking, and routine contracting documents.
• Establish budgetary control procedures and conduct regular reviews of inventory, invoice records, office expense records, and commission-related records to ensure accurate administrative reporting for management review.
• Assemble administrative data and prepare periodic and special reports, workflow summaries, missing-document reports, service coordination notes, procedural manuals, business correspondence, and office records for management review.
• Perform other related administrative duties as required.

JOB REQUIREMENTS
• Completion of secondary school is required; post-secondary education in business or a related field is preferred.
• Minimum 1 year of experience as an administrative officer or in a comparable officer-level administrative role.
• Proven ability to understand how office administration supports business operations, service quality, internal coordination, and client experience.
• Demonstrated ability to assess administrative systems, identify operational weaknesses, and propose practical improvements.
• Strong judgment in determining administrative priorities, allocating attention to urgent matters, and recognizing issues that may affect service delivery.
• Experience working in a service-based business environment where accuracy, follow-up, confidentiality, and timely communication are important.
• Ability to work with management, internal staff, and external service providers while maintaining professionalism, discretion, and clear communication.
• Strong analytical, organizational, communication, time management, and problem-solving skills.
• Proficiency in Microsoft Office, Google Workspace, email systems, and general office software.
• Familiarity with Lark or similar workplace collaboration platforms is an asset

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