

Records manager

Makeway Immigration Incorporated

Job ID

40859

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LOCATION	DATE POSTED	EXPIRY DATE	
Surrey, BC V3W 2P4, Surrey, BC British Columbia	14-08-2026	10-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 61.50	2 years to less than 3 years	Bachelor's degree

Job Details

Hybrid
Salary
61.50 hourly / 30 to 40 hours per week

Terms of employment
Permanent employment

Full time
Morning, Day

Starts as soon as possible
vacancies1 vacancy

Job Description

Languages
English

Education
Bachelor's degree
Experience
2 years to less than 3 years

Hybrid
Work must be completed both in person and remotely.

Work setting
International level
Legal firm
Responsibilities

Tasks

Co-ordinate administrative services

Manage the operations of a department providing several administrative services

Collect and record administrative and service fees

Assist in preparing annual budgets

Plan, organize, direct, control and evaluate daily operations

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services

Direct and control corporate governance and regulatory compliance procedures within establish

Interview, hire and provide training for staff

Plan, administer and control budgets for client projects, contracts, equipment and supplies

Prepare reports and briefs for management committees evaluating administrative services

Assist in the planning and execution of financial statement audits

Manage events

Supervise office and volunteer staff

Organize conferences and meetings

Office management

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Office

Google Drive

Additional information

Transportation/travel information

Willing to travel

Travel expenses paid by employer

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Values and ethics

Time management

Initiative