Office Administrator

Job ID
9534

Rathor Holdings Ltd.

VIEW THIS JOB ONLINE: https://www.youthjob.ca/jobs/9534

LOCATION	DATE POSTED	EXPIRY DATE
858 Westwood St,, Coquitlam, BC| British Columbia	12-05-2026	08-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $36.70	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Employer: RATHOR HOLDINGS LTD. DBA TAKE 5 OIL CHANGE

Location: Coquitlam, British Columbia

Wage: $36.70

Job Code / NOC / SOC: 13100

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Willing to relocate

Relocation costs covered by employer

Job Description

Tasks

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment
Assist in the preparation of operating budget and maintain inventory and budgetary controls
Assemble data and prepare periodic and special reports, manuals and correspondence
Perform data entry
Oversee and co-ordinate office administrative procedures
Monitor and evaluate
Plan and control budget and expenditures
Experience and specialization

Computer and technology knowledge

Quick Books
Spreadsheet
MS Office
MS PowerPoint
MS Word
Additional information

Work conditions and physical capabilities

Ability to work independently
Work under pressure
Attention to detail
Personal suitability

Efficient interpersonal skills
Excellent oral communication
Flexibility
Organized
Ability to multitask
Time management
Adaptability
Team player
Benefits

Financial benefits

Bonus
Other benefits

Variable or compressed work week
Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities
Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities
Who can apply for this job?

You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply
Direct Apply
By Direct Apply
Additional ways to apply

By email
take5coqjobs@gmail.com

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