

Administration Officer

BAI JIANG TANG EDUCATION LTD.

Job ID
51132

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LOCATION	DATE POSTED	EXPIRY DATE	
120-12551 Vickers Way, Richmond, BC British Columbia	17-08-2026	13-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.4 to 39.4 per hour	2 years to less than 3 years	Bachelor's degree

Job Details

How to Apply:

Interested and qualified candidates are invited to submit their resume and cover letter by email to:

hr.baijiangtangeducation@gmail.com

Please include "Administration Officer Job Application" in the subject line.

Job Description

JOB DUTIES & RESPONSIBILITIES:

The administration officer supports the owner in the day-to-day operation, coordination, and supervision of the tutoring center. The role is primarily managerial and administrative.

Coordinate and oversee the daily activities of instructional staff (tutors).

Prepare and manage tutor schedules and class timetables.

Monitor attendance, workload distribution, and service quality.

Support onboarding and orientation of new instructional staff.

Coordinate student enrolment, attendance records, and program schedules.

Oversee parent communication and service coordination.

Assist with operational planning, reporting, and compliance documentation.

Implement and improve administrative and operational procedures.

Act on behalf of the owner in daily operations when required.

Provide occasional, ad-hoc academic or classroom support only when required (e.g., short-term coverage or demonstration lessons;