



## **Administrative Assistant**

**Posted by AHS Immigration Services Inc.**

**Posting Date :** 10-Jun-2025

**Closing Date :** 07-Dec-2025

**Location :** Edmonton

**Salary :** \$36 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2288397

### **Job Description:**

Location: 17611 105 Avenue NW suite 201 Edmonton, AB T5S 1T1  
Salary: \$36 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Morning

### Tasks

Evaluate daily operations

Open and distribute mail and other materials

Plan and organize daily operations

Supervise other workers

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Provide customer service

Maintain and manage digital database

### Additional information

### Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Large caseload

Work with minimal supervision

### Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability  
Due diligence  
Quick learner

#### 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 mature workers  
Supports for visible minorities

#### How to apply

By email: [ahsimmigration.jobs@gmail.com](mailto:ahsimmigration.jobs@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [ahsimmigration.jobs@gmail.com](mailto:ahsimmigration.jobs@gmail.com)**

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