



## **Administrative Assistant**

**Posted by AP Canadian Immigration Services**

**Posting Date :** 12-Jun-2025

**Closing Date :** 02-Jul-2025

**Location :** Surrey

**Salary :** \$35.00 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5625219

### **Job Description:**

**On site**

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

### **Work setting**

- Consulting firm
- Business services

### **Responsibilities**

#### **Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Train other workers
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database
- Consult with clients after sale to provide ongoing support
- Conduct performance reviews
- Supervise office and volunteer staff
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

### **Experience and specialization**

#### **Computer and technology knowledge**

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows

- MS Word
- Electronic scheduler
- MS Project
- MS Access
- Adobe Acrobat Reader
- Electronic mail

### **Technical terminology**

- Business

### **Area of work experience**

- Immigration

### **Area of specialization**

- Correspondence
- Reports and records
- Contracts
- Statistics
- Invoices

### **Additional information**

#### **Security and safety**

- Basic security clearance
- Criminal record check

#### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Attention to detail
- Work with minimal supervision

#### **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Team player
- Reliability
- Time management

## **Benefits**

### **Health benefits**

- Dental plan
- Health care plan
- Vision care benefits

### **Other benefits**

- Parking available

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