



## Administrative assistant - office

**Posted by:** Dev Immigration Services Inc.

**Posting date:** 25-Jun-2024      **Closing date:** 22-Dec-2024

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Surrey

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5092498

Expired

## Job description:

### Job details

Surrey, BC  
V3Z 0W4

**30.00 hourly / 30 hours per Week**

**Permanent : Full-time Day, Evening**

**Starts as soon as possible**

**Benefits: Other benefits**

**1 vacancy**

**Job Bank #297487**

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

### Experience

1 year to less than 2 years

### Work setting

Business services

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

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  
Conduct research  
Perform data entry  
Provide customer service  
Perform basic bookkeeping tasks

## **Experience and specialization**

### **Computer and technology knowledge**

MS Windows  
MS Office  
Adobe Acrobat Reader  
Electronic mail

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **By email**

[devimmigration@outlook.com](mailto:devimmigration@outlook.com)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

**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: [devimmigration@outlook.com](mailto:devimmigration@outlook.com)**

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