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## 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

## 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