



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

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

Posted on canadianjobportal.com