



## Administrative Assistant

**Posted by:** Polar Express Immigration Services Ltd

**Posting date:** 13-Jan-2025      **Closing date:** 02-Feb-2025

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Surrey

**Salary:** \$27.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ1366464

**Expired**

### Job description:

## Administrative assistant Verified

Posted on ----- by Polar Express Immigration Services Ltd

### Job details

Surrey, BC

V3T 0P9

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Day, Flexible Hours, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits, Financial benefits, Other benefits

2 vacancies

Job Bank #2979964

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Work setting

Consulting firm

## Responsibilities

### Tasks

Coordinate the flow of information within the team

- Direct and control daily operations
- Evaluate daily operations
- Train staff
- Establish and implement policies and procedures
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Supervise office and volunteer staff

### **Supervision**

1 to 2 people

### **Experience and specialization**

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

- MS Word
- Social Media
- Google Drive

#### **Technical terminology**

Business

### **Area of work experience**

Immigration

### **Area of specialization**

Business process management

## **Additional information**

### **Security and safety**

Criminal record check

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

Ability to work independently

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Large workload

### **Personal suitability**

Ability to multitask

Flexibility

Time management

## **Benefits**

### **Health benefits**

Health care plan

### **Financial benefits**

Bonus

Commission

### **Other benefits**

Other benefits

---

### **Employment groups**



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

---

### **Who can apply to this job?**

#### **The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

### **How to apply**

#### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

#### **By email**

[polarexpressjobposting@gmail.com](mailto:polarexpressjobposting@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: [polarexpressjobposting@gmail.com](mailto:polarexpressjobposting@gmail.com)**

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**