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Administrative Assistant

Posted by: AHS Immigration Services Inc.

Posting date: 05-Aug-2024 **Closing date:** 01-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$29.52 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2313659

Job description:

Job Description:

Location: 17611 105 Avenue NW suite 201, Edmonton, AB T5S 1T1

Salary: \$29.52 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Morning

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities

Tasks

- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Supervise other workers
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- 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
- Type and proofread correspondence, forms and other documents
- Provide customer service
- Maintain and manage digital database

Additional information

Work conditions and physical capabilities

- **Ability to work independently**
- **Fast-paced environment**
- **Work under pressure**
- **Tight deadlines**
- **Attention to detail**
- **Repetitive tasks**
- **Large caseload**
- **Large workload**
- **Work with minimal supervision**

Personal suitability

- **Ability to multitask**
- **Excellent oral communication**
- **Excellent written communication**
- **Flexibility**

- **Organized**
- **Team player**
- **Accurate**
- **Client focus**
- **Reliability**
- **Time management**
- **Adaptability**
- **Due diligence**
- **Quick learner**

Employment groups

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

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

How to apply

By email: ahsimmigration.jobs@gmail.com