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Office administrative assistant

Posted by: PS Immigration Consultancy Inc.

Posting date: 06-Aug-2024 **Closing date:** 02-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Brampton

Salary: \$28.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ4579774

Job description:

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Job details

- Location-10 George St. N, suite 112, Brampton, ON, L6X 1R2
- Workplace information On site
- Salary 28.50 hourly / 30 hours per Week
- Terms of employmentPermanent employmentFull time
- Day, Evening, Morning, Weekend
- Start dateStarts as soon as possible

- Benefits: Other benefits
- vacancies-2 vacancies
- SourceJob Bank #3028011

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Consulting firm

Responsibilities

Tasks

- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- 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
- Perform data entry
- Provide customer service

- Consult with clients after sale to provide ongoing support
- Plan, organize, direct, control and evaluate daily operations

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Google Drive

Area of work experience

- Immigration

Additional information

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail
- Work with minimal supervision

Personal suitability

- Ability to multitask
- Adaptability
- Quick learner

Benefits

Other benefits

- Parking available

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

officepsimmigration@gmail.com