



Administrative Assistant

Posted by: AHS Immigration Services Inc.

Posting date: 10-Jun-2025 **Closing date:** 07-Dec-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$36 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ7351656

Expired

Job description:

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

Salary: \$36 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

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
- 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:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for mature workers

Supports for visible minorities

How to apply

By email: ahsimmigration.jobs@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: ahsimmigration.jobs@gmail.com

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