



administrative assistant - office

Posted by: Emigrance Consulting & Immigration Inc.

Posting date: 31-Jul-2025 **Closing date:** 27-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Beechville

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6868031

Job description:

Administrative assistant - office

Job details

Beechville, NS

B3T 1A2

On site

24.00 hourly / 30 to 40 hours per week

Permanent employment

Full time

Evening, Flexible Hours, Morning, Overtime, Weekend

Starts as soon as possible

[Benefits: Other benefits](#)

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

7 months to less than 1 year

On site

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

Work setting

Relocation costs not covered by employer
Consulting firm

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the flow of information within the team
- Direct and control daily operations
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Train other workers
- 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
- 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

Experience and specialization

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Electronic scheduler
- Database software

Accounting software
Desktop publishing software
MS Access
MS Office
Quick Books
Simply Accounting
Adobe Acrobat Reader
Google Drive
LinkedIn
Electronic mail

Technical terminology

Legal
Business

Area of work experience

Immigration

Area of specialization

Correspondence
Reports and records
Contracts
Statistics
Invoices
Charts, tables, graphs and diagrams

Additional information

Security and safety

Bondable
Criminal record check

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Accountability

Due diligence

Quick learner

Benefits

Other benefits

Free parking available

How to apply

Direct Apply

By Direct Apply

By email

recruitment@emigrance.com

Online:

<http://www.emigrance.com>

Include this reference number in your application

ECII-AALS3006

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- Job reference number

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

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: recruitment@emigrance.com

Posted on canadianjobportal.com