



## administrative assistant - office

**Posted by:** Emigrance Consulting & Immigration Inc.

**Posting date:** 02-Jul-2025      **Closing date:** 22-Jul-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Beechville

**Salary:** \$24 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](mailto: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](mailto:recruitment@emigrance.com)**

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