



Office assistant

Posted by: The Roshni Immigration Consultant Inc.

Posting date: 29-Nov-2023 **Closing date:** 19-Dec-2023

Education: Secondary (high) school graduation certificate

Language: English

Job location: Edmonton

Salary: \$17.50

Years of Experience: 7 months to less than 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3174522

Expired

Job description:

Responsibilities

Tasks

- Type and proofread correspondence, forms, and other documents
- Receive and forward telephone or electronic inquiries
- Sort, process and verify applications, receipts, and other documents
- Process incoming and outgoing mail manually or electronically
- Send and receive messages
- Prepare and format page presentation
- Prepare invoices and bank deposits
- Provide general information to clients and the public

- Order office supplies and maintain inventory
- Conduct research
- Perform data entry
- Provide customer service
- File material in the storage area
- Label files according to retention and disposal schedules
- Label, file and retrieve documents
- Locate and remove files requested
- Prepare and monitor contracts and budgets
- Administrative and office activities

Experience and specialization

Computer and technology knowledge

- MS Windows

Area of work experience

- Marketing
- Immigration

Area of specialization

- Forms and records
- Invoices
- Charts, tables, graphs, and diagrams
- Contracts
- Correspondence

Additional information

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks

- Sitting
- Attention to detail

Own tools/equipment

- Computer
- Printer
- Internet access
- Office equipment and supplies

Personal suitability

- Adaptability
- Analytical
- Collaborative
- Creativity
- Efficiency
- Energetic
- Goal-oriented
- Hardworking
- Integrity
- Outgoing
- Positive attitude
- Proactive
- Quick learner
- Time management
- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability

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

inforoshni20@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- References attesting experience

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

- Are you available for the advertised start date?
- Are you currently a student?

Posted on canadianjobportal.com