



Administrative assistant - office (Travlink Employment Consulting & Travel Ltd.)

Posted by: Travlink Employment Consulting & Travel Ltd.

Posting date: 15-Apr-2026 **Closing date:** 12-Oct-2026

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Vancouver

Salary: \$28.85 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5187633

Job description:

Travlink Employment Consulting & Travel Ltd. is seeking a detail-oriented and organized **Administrative Assistant – Office** to support daily operations in our Vancouver office. The successful candidate will play a key role in ensuring efficient administrative support and smooth office workflow.

Job Details:

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

1 year to less than 2 years

On site

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

Work setting

Consulting firm

Responsibilities

Tasks

- 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
- 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
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Perform basic bookkeeping tasks
- Organize conferences and meetings
- Prepare and key in correspondence and legal documents
- Open and distribute regular and electronic incoming mail and other material

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload
- Work with minimal supervision

Personal suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Adaptability
- Accountability
- Dependability
- Due diligence
- Quick learner

Benefits

Health benefits

- Paramedical services coverage

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: resume@travlinkvisas.com

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