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Administrative assistant

Posted by: AP Canadian Immigration Services

Posting date: 19-Dec-2024 **Closing date:** 08-Jan-2025

Education: High School Diploma

Language: English

Job location: Victoria

Salary: \$35 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ3516783

Job description:

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
Business services

Responsibilities**Tasks**

Arrange and co-ordinate seminars, conferences, etc.
Train other workers
Determine and establish office procedures and routines
Plan, develop and implement recruitment strategies
Schedule and confirm appointments
Manage training and development strategies
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee development of communication strategies
Compile data, statistics and other information
Oversee the preparation of reports
Order office supplies and maintain inventory
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service
Work with the marketing department to understand and communicate marketing messages to the field
Maintain and manage digital database
Consult with clients after sale to provide ongoing support
Conduct performance reviews
Supervise office and volunteer staff
Plan, organize, direct, control and evaluate daily operations
Assign, co-ordinate and review projects and programs

Experience and specialization**Computer and technology knowledge**

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Electronic scheduler
- MS Project
- MS Access
- Adobe Acrobat Reader
- Electronic mail

Technical terminology

- Business

Area of work experience

- Immigration

Area of specialization

- Correspondence
- Reports and records
- Contracts
- Statistics
- Invoices

Additional information

Security and safety

- Basic security clearance
- Criminal record check

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail
- Work with minimal supervision

Personal suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Team player
- Reliability
- Time management

Benefits

Health benefits

- Dental plan
- Health care plan
- Vision care benefits