



## Administrative assistant

**Posted by:** AP Canadian Immigration Services

**Posting date:** 09-Jan-2025      **Closing date:** 29-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:** CAJ6338555

Expired

## 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

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