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Administrative assistant

Posted by: AP Immigration & Employment Services LTD.

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

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$28.85 to 29.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ1919855

Job description:

Experience

1 year to less than 2 years

Work setting

- Consulting firm
- Business services

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Supervise other workers

- Train other workers
- Assign, co-ordinate and review projects and programs
- 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
- Plan, organize, direct, control and evaluate daily operations
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- 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

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