



Administrative Assistant

Posted by: UGW Immigration Services Inc.

Posting date: 11-Apr-2024 **Closing date:** 08-Oct-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$25.10 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2645465

Expired

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Consulting firm

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

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

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Work with minimal supervision

Personal suitability

Excellent oral communication

Flexibility
Organized
Team player
Client focus
Reliability
Time management
Quick learner

UGW Immigration Services Inc.
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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: hr.ugwimmigration@gmail.com

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