



Administrative Assistant

Posted by AHS Immigration Services Inc.

Posting Date : 10-Jun-2025

Closing Date : 07-Dec-2025

Location : Edmonton

Salary : \$36 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4982417

Job Description:

Location: 17611 105 Avenue NW suite 201 Edmonton, AB T5S 1T1

Salary: \$36 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Morning

Tasks

- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Supervise other workers
- Train other workers
- 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
- Answer electronic enquiries
- 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
- Type and proofread correspondence, forms and other documents
- Provide customer service
- Maintain and manage digital database

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large caseload
- Work with minimal supervision

Personal suitability

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

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-

identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for mature workers

Supports for visible minorities

How to apply

By email: ahsimmigration.jobs@gmail.com

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: ahsimmigration.jobs@gmail.com

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