

Expired

Administrative assistant

Posted by AP Canadian Immigration Services

Posting Date : 09-Jan-2025

Closing Date : 29-Jan-2025

Location : Victoria

Salary : \$35 Per Hour

Job Requirements

- **Education:** High School Diploma
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7209454

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

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