



## Administrative Assistant

**Posted by:** AHS Immigration Services Inc.

**Posting date:** 10-Jun-2025      **Closing date:** 07-Dec-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$36 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7351656

## 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](mailto: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](mailto:ahsimmigration.jobs@gmail.com)**

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