



## Administrative Assistant

**Posted by:** AP Canadian Immigration Services

**Posting date:** 13-Aug-2025      **Closing date:** 02-Sep-2025

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Job location:** Surrey

**Salary:** \$35.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3860249

## Job description:

### 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

### **Other benefits**

- Parking available

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: [route2recruit@gmail.com](mailto:route2recruit@gmail.com)

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