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Office Administrative Assistant

Posted by: Multicultural Immigration Inc

Posting date: 29-May-2024 **Closing date:** 25-Nov-2024

Education: Bachelor's degree or equivalent experience

Language: English, Filipino

Job location: Surrey

Salary: \$25 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: RJ5049926

Expired

Job description:

Multicultural Immigration Inc. is looking for a reliable Office Administrative Assistant

Job details

- Location: 10190 152A Street suite 204, Surrey, BC, V3R 1J7
- Salary: 25.00 hourly / 35 to 40 hours per Week
- Terms of employment: Permanent employment, Full time
- Start date: Starts as soon as possible
- Benefits: Health benefits
- Vacancies: 1 vacancy
- Languages: English
- Education: Bachelor's degree or equivalent experience
- Experience: 1 year to less than 2 years
- Asset languages: Filipino

Responsibilities

- Greet clients, answer phone calls and emails, and respond to inquiries about services and application statuses.
- Handle incoming and outgoing communications, including phone calls, emails, and mail.
- Schedule appointments and consultations for clients with immigration consultants
- Prepare, organize, and maintain client files, ensuring all documents are accurate, complete, and filed correctly. Handle sensitive information with confidentiality and discretion.
- Assist in the preparation and submission of immigration applications and supporting documents.
- Review documents for completeness and accuracy before sending the files to the consultants for final review and submission.
- Input and update client information in the case processing system, ensuring records are current and accurate.
- Generate reports and track application statuses.
- Coordinate communication between clients and immigration consultants. Ensure timely follow-ups on pending matters and keep clients informed of any updates.
- Manage the calendars of immigration consultants, scheduling client meetings, interviews, and other appointments.
- Perform general office duties such as ordering supplies, managing office equipment, and maintaining a clean and organized workspace. Handle mail, faxes, and courier services.
- Assist with the initial intake process for new clients, gathering necessary information and documentation.
- Process client payments, issue receipts, and maintain accurate financial records.
- Assist with basic bookkeeping tasks, such as processing invoices and tracking office expenses.
- Assist in organizing informational sessions or workshops for clients.

Benefits

- Health benefits
- Dental plan
- Health care plan
- Vision care benefits

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.

- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply

By email

multiculturalimmigration@yahoo.com