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Administrative assistant - office

Posted by: Dev Immigration Services Inc.

Posting date: 25-Jun-2024 **Closing date:** 22-Dec-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Surrey

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: RJ4229818

Job description:

Job details

Surrey, BC
V3Z 0W4

30.00 hourly / 30 hours per Week

Permanent : Full-time Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #297487

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Work setting

Business services

Responsibilities

Tasks

- Coordinate the flow of information within the team
- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- 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
- Conduct research
- Perform data entry

Provide customer service
Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

MS Windows
MS Office
Adobe Acrobat Reader
Electronic mail

Benefits

Other benefits

Free parking available

How to apply

By email

devimmigration@outlook.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter