

Administrative Assistant-Immigration Services

Posted By: Canadian Migration Institution Inc.

Location: Malahat

Salary: \$26.5 Per Hour

JOB ID : RJ1479932

Posting Date : 02-Jun-2025

Expiry date : 22-Jun-2025

Education : University degree

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

About Us:

Canadian Migration Institution Inc. is a professional immigration and education consulting firm, led by a licensed immigration consultant. We specialize in providing expert guidance to individuals and families navigating immigration pathways not only in Canada but also through our Global Citizenship programs. As a small but highly dedicated team, we focus on delivering personalized, high-quality services tailored to the unique needs of each client. Our services are driven by the professional qualifications and expertise of our founder, a licensed immigration consultant, ensuring that our clients receive the best possible advice and assistance. We are committed to delivering high-quality, personalized services to help clients achieve their immigration goals in Canada and worldwide.

Job Responsibilities:

As an Administrative Assistant (NOC 13110), you will play a critical role in supporting the company's

operations, immigration consulting tasks, and marketing efforts. This is an in-person position based at our office located at 301 McCurdy Dr., Malahat, BC, Canada. You will be responsible for a variety of tasks and need to be versatile in your role. Your key responsibilities include:

Administrative Duties:

- Managing office communications, handling phone calls, emails, messages, and client inquiries.
- Organizing and maintaining electronic and paper records of clients, ensuring proper documentation.
- Scheduling meetings, appointments.
- Draft, review, and proofread business correspondence, and client documentation.
- Assist with invoicing and payment follow-ups.
- Maintain office supplies and ensure efficient office operations.
- Handling the receipt and distribution of incoming emails and regular mail, ensuring timely and smooth communication across the company.
- Writing and publishing news releases, and social media content on the company's website and platforms.
- Preparing project guides, program introductions, checklists, and pitch decks for internal and external use.
- Research Canadian immigration policies, program updates, and regulatory changes.
- Assisting in creating business plans and financial proforma documents for client applications.
- Editing and proofreading professional documents to ensure clarity and accuracy.

Immigration & Client Support Duties:

- Assist in preparing and submitting immigration applications and related forms.
- Prepare immigration applications and required documents for review and finalization by the licensed immigration consultant.
- Assist employer to provide immigration counselling to clients and answering client questions.
- Provide clients with assessments and evaluations related to immigration programs.
- Gather and organize client documents, ensuring timely submission and efficient processing.
- Coordinating the collection and transfer of relevant documents for immigration processes, ensuring efficient communication between clients and the immigration team.
- Maintain confidentiality and security in handling sensitive client information.
- Assist with case file management and liaising with government agencies.

Qualifications & Requirements:

- A university degree in business administration, immigration consulting, marketing, communications, or a related field is required.
- A minimum of 1-3 years of administrative and immigration counselling related experience is required.
- Experience in immigration agencies, law offices, professional consulting firms is strongly preferred.
- Strong business writing skills, including business proposals, financial documents, and

promotional materials, are an asset.

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Experience with case management software, government portals (e.g., IRCC online application system).
- Familiarity with WordPress, social media tools, and design platforms (e.g., Canva, Photoshop) is an asset.

Language Skills:

- Fluency in English is mandatory.
- Second language (e.g., Mandarin, Cantonese) is a strong asset.

Key Competencies & Attributes:

- Excellent organizational and time management skills, with the ability to manage multiple tasks.
- Attention to detail and accuracy in document preparation and content creation.
- Ability to work independently and take initiative.
- Strong analytical and research skills.
- Professionalism and confidentiality in handling client information.

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: vsicmi@gmail.com

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