

# Administrative Assistant

**Posted By:** AP Canadian Immigration Services

**Location:** Victoria

**Salary:** \$35 Per Hour

**JOB ID :** RJ6296153

**Posting Date :** 09-Jan-2025

**Expiry date :** 29-Jan-2025

**Education :** High School Diploma

**Language :** English

**Vacancies :** 1

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

**Job Type :** Full Time

## Job Description

### Languages

English

### Education

Secondary (high) school graduation certificate  
or equivalent experience

### Experience

1 year to less than 2 years

## **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

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