



Administrative Assistant

Posted by: Desire Canada Immigration Ltd

Location: Surrey

Salary: \$\$25.00 Per Hour

Job ID: YJ2650123

Posting Date: 25-Apr-2024

Expiry Date: 17-Oct-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Job Requirements

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Salary: \$25.00/hour

Position:1

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Respond to employee questions and complaints

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Perform data entry

How to apply

By email

desirecanadaimmigration@outlook.com

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: desirecanadaimmigration@outlook.com

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