



Administrative Assistant - Office

Posted by: Emigrance Consulting & Immigration Inc.

Location: Beechville

Salary: \$30 Per Hour

Job ID: YJ3827414

Posting Date: 31-Jul-2025

Expiry Date: 27-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Administrative assistant - office

Job details

Beechville, NS
B3T 1A2

On site

24.00 hourly / 30 to 40 hours per week

Permanent employment
Full time

Evening, Flexible Hours, Morning, Overtime, Weekend

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Relocation costs not covered by employer
Consulting firm

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Coordinate the flow of information within the team
Direct and control daily operations
Evaluate daily operations
Open and distribute mail and other materials
Plan and organize daily operations
Train other workers
Record and prepare minutes of meetings, seminars and conferences
Determine and establish office procedures and routines
Schedule and confirm appointments
Manage contracts
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Compile data, statistics and other information
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
Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

Google Docs
MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Electronic scheduler
Database software
Accounting software
Desktop publishing software
MS Access
MS Office
Quick Books
Simply Accounting
Adobe Acrobat Reader
Google Drive
LinkedIn
Electronic mail

Technical terminology

Legal
Business

Area of work experience

Immigration

Area of specialization

Correspondence
Reports and records
Contracts
Statistics
Invoices
Charts, tables, graphs and diagrams

Additional information

Security and safety

Bondable
Criminal record check

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks

Personal suitability

Ability to multitask
Excellent oral communication
Excellent written communication
Flexibility
Organized
Team player
Accurate
Client focus
Reliability
Time management
Adaptability
Accountability

Due diligence

Quick learner

Benefits

Other benefits

Free parking available

How to apply

Direct Apply

By Direct Apply

By email

recruitment@emigrance.com

Online:

<http://www.emigrance.com>

Include this reference number in your application

ECII-AALS3006

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- Job reference number

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

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: recruitment@emigrance.com

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