



# Administrative Assistant - Office (Travlink Employment Consulting & Travel Ltd.)

**Posted by:** Travlink Employment Consulting & Travel Ltd.

**Location:** Vancouver

**Salary:** \$28.85 Per Hour

**Job ID:** YJ4211538

**Posting Date:** 15-Apr-2026

**Expiry Date:** 12-Oct-2026

**Education:** Secondary (high) school graduation certificate or equivalent experience

**Language:** English

**Vacancies:** 1

**Experience:** 2 years

**Job Type:** Full Time

## Job Description

Travlink Employment Consulting & Travel Ltd. is seeking a detail-oriented and organized **Administrative Assistant – Office** to support daily operations in our Vancouver office. The successful candidate will play a key role in ensuring efficient administrative support and smooth office workflow.

Job Details:

### 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

## Responsibilities

### Tasks

- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- 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
- Provide customer service
- Recruit and hire workers and carry out related staffing actions

Perform basic bookkeeping tasks  
Organize conferences and meetings  
Prepare and key in correspondence and legal documents  
Open and distribute regular and electronic incoming mail and other material

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Tight deadlines  
Attention to detail  
Repetitive tasks  
Large workload  
Work with minimal supervision

### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgement  
Organized  
Team player  
Accurate  
Client focus  
Reliability  
Time management  
Adaptability  
Accountability  
Dependability  
Due diligence  
Quick learner

## **Benefits**

### **Health benefits**

Paramedical services coverage

**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: [resume@travlinkvisas.com](mailto:resume@travlinkvisas.com)**

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