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## Administrative assistant

Posted by AP Canadian Immigration Services

### Job Details

**Posting Date:** 28-Nov-2024

**Closing Date:** 18-Dec-2024

**Location:** Victoria

**Salary:** \$35 Per Hour

### Job Requirements

**Education:** High School Diploma

**Language:** English

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

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ6008989

### 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