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Administrative Assistant

Posted by: Polar Express Immigration Services Ltd

Posting date: 05-Nov-2024 **Closing date:** 25-Nov-2024

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

Language: English

Job location: Surrey

Salary: \$27.00 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: NCJ5003038

Job description:

Administrative assistant Verified

Posted on ----- by Polar Express Immigration Services Ltd

Job details

Surrey, BC
V3T 0P9

27.00 hourly / 40 hours per Week

Permanent employment
Full time
Day, Flexible Hours, Night, Overtime, Shift, Weekend
Starts as soon as possible
Benefits: Health benefits, Financial benefits, Other benefits
2 vacancies
Job Bank #2979964

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Consulting firm

Responsibilities

Tasks

Coordinate the flow of information within the team
Direct and control daily operations
Evaluate daily operations
Train staff

- Establish and implement policies and procedures
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Supervise office and volunteer staff

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

- MS Word
- Social Media
- Google Drive

Technical terminology

Business

Area of work experience

Immigration

Area of specialization

Business process management

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Large workload

Personal suitability

Ability to multitask

Flexibility

Time management

Benefits

Health benefits

Health care plan

Financial benefits

Bonus

Commission

Other benefits

Other benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

polarexpressjobposting@gmail.com