



Administrative Assistant

Posted by: AHS Immigration Services Inc.

Location: Edmonton

Salary: \$36 Per Hour

Job Details

Job ID

NCJ6386106

Posting Date : 10-Jun-2025

Expiry Date : 07-Dec-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Location: 17611 105 Avenue NW suite 201 Edmonton, AB T5S 1T1

Salary: \$36 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Morning

Tasks

Evaluate daily operations
Open and distribute mail and other materials
Plan and organize daily operations
Supervise other workers
Train other workers
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
Answer electronic enquiries
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
Provide customer service
Maintain and manage digital database

Additional information

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks
Large caseload
Work with minimal supervision

Personal suitability

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

Adaptability
Due diligence
Quick learner

Employment groups

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

Support for persons with disabilities
Support for newcomers and refugees
Support for youths
Support for mature workers
Supports for visible minorities

How to apply

By email: ahsimmigration.jobs@gmail.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: ahsimmigration.jobs@gmail.com

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