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# administrative assistant - office

**Posted by:** Emigrance Consulting & Immigration Inc.

**Location:** Beechville

**Salary:** \$30 Per Hour

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## Job Details

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**Job ID**

NCJ6453254

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**Posting Date :** 31-Jul-2025

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**Expiry Date :** 27-Jan-2026

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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

## Benefits

### Other benefits

Free parking available

## How to apply

### Direct Apply

By Direct Apply

### By email

[recruitment@emigrance.com](mailto: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?

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**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](mailto:recruitment@emigrance.com)**

**Posted on [newcomerjobsincanada.com](https://newcomerjobsincanada.com)**