

**Expired**



## **Administrative Assistant**

**Posted by AHS Immigration Services Inc.**

**Posting Date :** 05-Aug-2024

**Closing Date :** 01-Feb-2025

**Location :** Edmonton

**Salary :** \$29.52 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7432980

### **Job Description:**

**Job Description:**

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

Salary: \$29.52 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

### **Job Requirements:**

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

### **Responsibilities**

#### **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**
- **Large workload**
- **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:

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

### **How to apply**

**By email:** [ahsimmigration.jobs@gmail.com](mailto: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](mailto:ahsimmigration.jobs@gmail.com)**

**Posted on Disabled job Portal**