



## **Administrative assistant - office (Travlink Employment Consulting & Travel Ltd.)**

**Posted by Travlink Employment Consulting & Travel Ltd.**

**Posting Date :** 15-Apr-2026

**Closing Date :** 12-Oct-2026

**Location :** Vancouver

**Salary :** \$28.85 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6121571

### **Job Description:**

Travlink Employment Consulting & Travel Ltd. is seeking a detail-oriented and organized **Administrative Assistant – Office** to support daily operations in our Vancouver office. The successful candidate will play a key role in ensuring efficient administrative support and smooth office workflow.

Job Details:

### **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

## **Responsibilities**

### **Tasks**

- 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
- 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
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Perform basic bookkeeping tasks
- Organize conferences and meetings
- Prepare and key in correspondence and legal documents

Open and distribute regular and electronic incoming mail and other material

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Tight deadlines  
Attention to detail  
Repetitive tasks  
Large workload  
Work with minimal supervision

### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgement  
Organized  
Team player  
Accurate  
Client focus  
Reliability  
Time management  
Adaptability  
Accountability  
Dependability  
Due diligence  
Quick learner

## **Benefits**

### **Health benefits**

Paramedical services coverage

**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: [resume@travlinkvisas.com](mailto:resume@travlinkvisas.com)**

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