

# Administrative Assistant

**Posted By:** Desire Canada Immigration Ltd

**Location:** Surrey

**Salary:** \$\$25.00 Per Hour

**JOB ID :** RJ4200460

**Posting Date :** 25-Apr-2024

**Expiry date :** 17-Oct-2025

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

Job Requirements

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Salary: \$25.00/hour

Position:1

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.  
Schedule and confirm appointments  
Answer telephone and relay telephone calls and messages  
Respond to employee questions and complaints  
Order office supplies and maintain inventory  
Arrange travel, related itineraries and make reservations  
Set up and maintain manual and computerized information filing systems  
Perform data entry

How to apply

By email

[desirecanadaimmigration@outlook.com](mailto:desirecanadaimmigration@outlook.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: [desirecanadaimmigration@outlook.com](mailto:desirecanadaimmigration@outlook.com)**

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