
Administrative Assistant - Office (Travlink Employmr

Posted By: Travlink Employment Consulting & Travel Ltd.

Location: Vancouver

Salary: \$28.85 Per Hour

JOB ID : RJ5531723

Posting Date : 15-Apr-2026

Expiry date : 12-Oct-2026

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

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

Posted on refugeejobportal.com