



Administrative Assistant - Office

Description

As an administrative assistant, you will play a crucial role in providing administrative support to ensure the smooth operation of our immigration services firm. You will be responsible for handling various administrative tasks, including managing correspondence, scheduling appointments, and assisting with client inquiries. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to multitask effectively in a fast-paced environment.

Duties

Tasks

- Plan and control budget and expenditures
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems

Qualification

Languages

English

Education

Closing Date

May 6, 2024

Categories

Business, Finance and Administration

Employer

Ling Joy Immigration Ltd.

Location

Downtown

Address

222 Osborne ST N
Winnipeg, R3C 1V4

Job Type

Permanent

Education Level

High School

Email

sales@lingjoy.info

- Secondary (high) school graduation certificate

Experience

1 to less than 7 months