



## Administrative Assistant - NOC 13110

### Description

A&M Canadian Immigration Law Corporation is a leading law firm specializing in immigration services. Based in Canada, our firm is dedicated to providing exceptional legal advice and representation to individuals, families, and businesses navigating the complexities of Canadian immigration law. With a team of experienced professionals, we pride ourselves on delivering personalized and efficient services to meet our clients' unique needs.

### Job Description:

We are seeking an organized and efficient Administrative Assistant to join our team. The ideal candidate will provide essential administrative support to ensure the smooth operation of our office and deliver high-quality service to our clients.

### Duties

### Responsibilities:

- Coordinate the flow of information within the team.
- Direct and control daily operations.
- Supervise and direct staff.
- Evaluate and monitor daily operations.
- Motivate and support staff.
- Plan and manage budget and expenditures.
- Organize and oversee daily operations.
- Train and develop staff.
- Plan, develop, and implement recruitment strategies.

### Closing Date

July 1, 2025

### Categories

Business, Finance and Administration

### Employer

A&M Canadian Immigration Law Corporation

### Location

Fort Garry

### Address

1325 Markham Road  
# 12 Winnipeg, R3T  
4J6

### Job Type

Permanent

### Education Level

Other

### Email

- Schedule and confirm appointments.
- Manage contracts and agreements.
- Oversee training and development strategies.
- Answer and relay telephone calls and messages.
- Respond to electronic inquiries.
- Oversee payroll administration.
- Set up and maintain manual and computerized filing systems.
- Perform data entry tasks.
- Provide excellent customer service.
- Collaborate with the marketing department to communicate marketing messages.
- Recruit and hire staff.
- Conduct performance reviews.

## **Qualification**

### **Requirements:**

- Previous experience as an administrative assistant is not required but is considered as an asset.
- Proficiency in Microsoft Office Suite and office management software
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Attention to detail and problem-solving skills
- Ability to handle confidential information with discretion