



# Administrative Assistant

## Description

### About us

Shengshi Immigration Consulting Inc. is a premier firm specializing in immigration and study abroad services. With offices strategically located in Winnipeg MB and Richmond BC, we provide comprehensive support to individuals and families navigating the complexities of immigration and international education. Our dedicated team is committed to delivering personalized and effective solutions to meet the unique needs of our clients.

### Duties

### Responsibilities

1. Manage daily administrative tasks, including preparing, inputting, editing, and proofreading documents and forms, greeting visitors, and handling inquiries.
2. Assist in maintaining and updating client immigration and study abroad application records, ensuring all documents are properly stored and filed as required.
3. Collaborate closely with immigration and education consultants, assisting with initial client communication, information collection, and case follow-up.
4. Ensure smooth communication with clients, partners, and internal staff, handling mail and emails, especially those related to official immigration and study abroad correspondence.

## Closing Date

January 31, 2025

## Categories

Business, Finance and Administration

## Employer

Shengshi Immigration Consulting Inc.

## Location

Assiniboine South

## Address

1577 Pembina Hwy  
Winnipeg, R3T 2E5

## Job Type

Full-time

## Education Level

College

## Wage

\$18.00 - \$22.00

5. Assist in collecting the latest policies, regulations, and market trends related to immigration and study abroad, providing timely industry information to the company.
6. Order office supplies, maintain inventory, and ensure the proper functioning of office equipment.

## **Qualification**

### **Basic Requirement**

- Diploma or higher education
- Proficiency in Microsoft Office suite software, such as Word, Excel, and PowerPoint.
- Excellent communication and coordination skills, attention to detail, and proactive work attitude.
- Strong team collaboration spirit and high sense of responsibility.

### **Preferred Requirements**

- Excellent communication skills, both written and verbal.
- Educational background in administrative management or a related field is preferred.
- Relevant background and work experience in the immigration and study abroad industry are preferred.

1 vacancies

Benefits

- Bonus

Other benefits

- Free parking available
- Learning/training paid by employer

## **Email**

info@shengshiyimin.com

## **Phone**

(204) 306-4911