

Administrative assistant

Larki Canadian Immigration

Job ID
50611

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LOCATION	DATE POSTED	EXPIRY DATE	
452 Quae Quae Road, Corbeil, ON Ontario	29-06-2026	26-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Responsibilities

Tasks

- Coordinate the flow of information within the team
- Plan and organize daily operations
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Liaise with management, union officials and HR consultants
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Maintain and manage digital database

Experience and specialization

- Computer and technology knowledge
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Enterprise resource planning (ERP) software
- Information technology
- MS Project

Project management software
SharePoint
Human resources software
MS Office
Adobe Acrobat Reader
Electronic mail
Technical terminology
Legal
Engineering
Business
Area of work experience
Purchasing, procurement and contracts
Area of specialization
Reports and records
Contracts
Invoices
Charts, tables, graphs and diagrams
Project management
Business process management
Accounting
Additional information
Security and safety
Criminal record check
Transportation/travel information
Own vehicle
Valid driver's licence
Work conditions and physical capabilities
Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks
Large caseload
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
Dental plan
Disability benefits
Health care plan
Paramedical services coverage
Vision care benefits
Financial benefits
Life insurance
Mileage paid
Registered Retirement Savings Plan (RRSP)
Long term benefits
Long-term care insurance
Other benefits
Free parking available
Other benefits
Team building opportunities
Travel insurance