

Administrative Clerk

LDS Immigration Services

Job ID
51796

VIEW THIS JOB ONLINE: <https://www.newcomersjobs.com/jobs/51796>

LOCATION	DATE POSTED	EXPIRY DATE	
890 Crace Street, Nanaimo, BC British Columbia	23-10-2026	21-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27.23/hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Send your CV to: ldsimmigrationjobs@yahoo.com

Position available: 1

Youth, newcomers, indigenous people are welcome to apply.

Job Description • Greeting clients: Welcome people when they walk into the office, answer phone calls, and book their appointments.

Sort, scan, and file important client documents safely in folders and on the computer.

Gather the right visa applications and check that clients have provided all the paperwork they need.

Enter client information into the office computer system and check for updates on their immigration cases.

Keep track of schedules for the consultants and remind clients about their upcoming appointments.

Take office fees from clients, write up receipts, and keep track of who has paid.

Mail out letters, reply to emails, and make sure the desk has enough pens, paper, and supplies.

Downloaded from newcomersjobs.com on 24-10-2026