Administrative Officer - Immigration and Education Services

Job ID
50068

NewStart Canada Consulting Inc

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50068

LOCATION	DATE POSTED	EXPIRY DATE
6378 Silver Avenue, Burnaby, BC | British Columbia	06-05-2026	02-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36-38 per hour	2 years to less than 3 years	College/CEGEP

Job Details

NewStart Canada Consulting Inc. is a growing and client-focused organization committed to supporting individuals through their education and immigration journeys in Canada. We are currently seeking a dedicated Administrative Officer to join our team.

Position: Administrative Officer - Immigration and Education Services
Terms of employment: Full-time, permanent
Hours of work: 30 - 40 hours per week (Monday to Friday)
Hourly wage: $36.00 - 38.00 per hour (To be negotiated based on experience)
Work location: 6378 Silver Avenue, Suite 432, Burnaby, BC V5H 0J2

Job summary
The Administrative Officer will oversee and coordinate administrative procedures for the company's immigration and education consulting operations. This role will establish work priorities, monitor deadlines, maintain confidential records, coordinate office services and support licensed consultants and management by improving administrative workflows, reporting and file-control systems.

Main duties and responsibilities
• Coordinate and carry out administrative activities and establish work priorities
• Maintain and organize confidential client files, immigration records, and supporting documentation in electronic and physical filing systems
• Prepare, review, and process administrative documents, forms, retainer agreements, invoices, reports, and correspondence
• Respond to client inquiries by phone and email and address concerns in a timely and professional manner
• Coordinate appointments, consultations, interviews, and follow-up communications for clients and management
• Monitor and update internal tracking systems and spreadsheets related to immigration applications and client records
• Assist with payroll administration and billing activities
• Provide guidance and administrative support to administrative assistant staff as required

• Assist management in improving administrative procedures and ensuring compliance with company policies and confidentiality requirements
• Stay informed about changes in Canadian immigration laws, policies, and procedures
• Perform other duties assigned by Business Director

Position requirements and qualifications
• College diploma in business administration or a related field
• 2-3 years of office administration or administrative coordination experience
• Experience in an immigration consulting or education consulting is preferred
• Strong knowledge of office procedures, records management, document control, scheduling, reporting and administrative workflow coordination.
• Proficiency with Microsoft Office, email systems, spreadsheets, PDF tools, Sharepoint and document management systems.
• Excellent written and verbal communication skills in English.
• Additional language ability in Mandarin, Korean, Vietnamese or another client-service language is an asset.
• Strong attention to detail, organizational ability, confidentiality, professionalism, sound judgment and accountability.
• Ability to manage multiple deadlines, prioritize tasks and work independently with minimal supervision.

Work conditions and physical capabilities
• Ability to work independently with minimal supervision
• Fast-paced environment with tight deadlines
• Attention to detail and accuracy
• Ability to manage multiple tasks and priorities effectively

Personal suitability
• Efficient interpersonal skills
• Excellent written communication
• Organized
• Reliability
• Time management
• Integrity
• Team player

How to apply
If you are interested in this opportunity and want to grow with us, please send your cover letter and resume by email to: hr_nscimm.yyc@outlook.com

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