Administrative Assistant

UDAM IMMIGRATION SERVICES LTD

Job ID
50240

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LOCATION	DATE POSTED	EXPIRY DATE
2372 23 AVE NW, Edmonton, AB | Alberta	25-05-2026	21-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

POSITION -2

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Assist with staff consultation and grievance procedures

Direct and control daily operations

Evaluate daily operations

Supervise other workers

Determine and establish office procedures and routines

Manage contracts

Answer telephone and relay telephone calls and messages

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Provide customer service

Maintain and manage digital database

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

apply via email- immigrationudam23@gmail.com

Job Description

Computer and technology knowledge

MS Outlook

MS Windows

MS Word

Adobe Acrobat Reader

Electronic mail

Area of work experience

Immigration

Additional information

Work conditions and physical capabilities

Ability to work independently

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Team player

Client focus

Quick learner

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