

## Administrative Assistant

Seabird Immigration Consultancy Inc

Job ID

**39734**

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|                                                     |             |                                |                                                      |
|-----------------------------------------------------|-------------|--------------------------------|------------------------------------------------------|
| LOCATION                                            | DATE POSTED | EXPIRY DATE                    |                                                      |
| Unit 5 1004 Parsons Rd SW, Edmonton, AB <br>Alberta | 17-04-2026  | 14-10-2026                     |                                                      |
| TYPE OF JOB                                         | SALARY      | MIN. EXPERIENCE                | MIN. EDUCATION                                       |
| Full Time                                           | CAD 36.00   | 1 year to less than 2<br>years | Secondary (high)<br>school graduation<br>certificate |

### Job Details

Location: Unit 5 1004 Parsons Rd SW, Edmonton, AB, T6X 0J4

Work location: On site

Salary: 36.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment

Full time: Day

Starts as soon as possible

Vacancies: 2 vacancies

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

On site: Work must be completed at the physical location. There is no option to work remotely.

### Job Description

Tasks: Evaluate daily operations, Plan and organize daily operations, Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Greet people and direct them to contacts or service areas, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

Computer and technology knowledge: Google Docs, MS Excel, MS Word, MS Office

Work conditions and physical capabilities: Work under pressure, Tight deadlines, Attention to detail, Repetitive tasks

Personal suitability: Ability to multitask, Excellent oral communication, Excellent written communication, Organized, Team player, Accurate, Reliability

Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities

Support for newcomers and refugees: Participates in a government or community program or initiative that supports

newcomers and/or refugees

Support for youths: Participates in a government or community program or initiative that supports youth employment, provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans: Participates in a government or community program or initiative that supports Veterans, offers flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually increasing hours and responsibilities, etc.)

Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

[resume@seabirdimmigration.ca](mailto:resume@seabirdimmigration.ca)

By mail

Unit 5 1004 Parsons Rd SW, Edmonton, AB, T6X 0J4