Administrative Assistant (13110)

Elite Overseas Services Ltd

Job ID
40358

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LOCATION	DATE POSTED	EXPIRY DATE
333 Roy Rd, Clearwater, BC, V0E 1N2, Clearwater, BC| British Columbia	13-06-2026	10-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27	Experience an asset	Secondary (high) school graduation certificate

Job Details

Job Title: Administrative Assistant

Vacancies: 1

Operating Name: Elite Overseas Services Ltd

Location:- 333 Roy Rd, Clearwater, BC, V0E 1N2

Employment Type: Permanent, Full-Time

Language of Work: English

Wage: $27 per hour

Responsibilities

• Coordinate the flow of information within the team
• Direct and control daily operations
• Establish and implement policies and procedures
• Determine and establish office procedures and routines
• Plan, develop and implement recruitment strategies
• Schedule and confirm appointments
• Answer telephone and relay telephone calls and messages
• Answer electronic enquiries
• Compile data, statistics and other information
• Oversee the preparation of reports
• Order office supplies and maintain inventory
• Set up and maintain manual and computerized information filing systems
• Perform data entry
• Maintain and manage digital database
• Perform basic bookkeeping tasks

Education

• Secondary school/High School
• Equivalent experience may be considered

Experience

• Experience an asset.

Computer & Technology Knowledge

• MS Excel

• MS Word

Work Conditions & Physical Capabilities

• Fast-paced environment

• Work under pressure

• Tight deadlines

• Attention to detail

• Sitting for extended periods

Personal Suitability

• Client focus

• Excellent written communication

• Team player

• Time Management

How to Apply

Please send your resume to: accounts@eliteimmigration.ca

Or drop off your resume in person at the address listed above.

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