

Administrative Assistant (13110)

Job ID
40358

Elite Overseas Services Ltd

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/40358>

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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