

Immigration Assistant:

Job Description

An Immigration firm in Montreal is looking for an Immigration Assistant.

Filling Immigration Forms and other related office work.

Experience: 1 to 2 year in any immigration office.

Perfectly trilingual: French, English and Spanish.

Organizational skills, team spirit, versatility, autonomy.

Duties:

Filling Immigration Forms

Prepare correspondence, reports, statements, forms, presentations, applications and other documents

Respond to telephone, in person or electronic enquiries

Maintain inventory of office supplies, order supplies

Please send your resume to immigration@connexioncanada.ca or for more details.