



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

## Receptionist (NOC 14101)

<b>Job ID</b>	<b>04-C7-5F-7B-6E-80</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=04-C7-5F-7B-6E-80">https://careers.indigenous.link/viewjob?jobname=04-C7-5F-7B-6E-80</a>
<b>Company</b>	Liam Construction Fort McMurray Ltd
<b>Location</b>	Fort McMurray, Alberta
<b>Date Posted</b>	From: 2024-02-03 To: 2024-08-01
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$24.00 Hourly / 35 Hours Per Week
<b>Languages</b>	English

### Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day, Evening, Weekend

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Obtain and process information required to provide customer service

Order office supplies

Record and relay information

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Provide directory assistance

Relay service to persons with disabilities

Experience and specialization

Computer and technology knowledge

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Organized

Reliability

### Experience

Will train

### Education Requirements

Secondary (high) school graduation certificate

### Other

Business and Job location: 17-10217 Centennial Dr. Fort McMurray, AB T9H 3K7

### How to Apply

By email

propertiesliam@gmail.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Receptionist (NOC 14101)

<b>Job ID</b>	<b>A0058E6B13188</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=A0058E6B13188">http://NewCanadianWorker.ca/viewjob?jobname=A0058E6B13188</a>	
<b>Company</b>	Liam Construction Fort McMurray Ltd	
<b>Location</b>	Fort McMurray, Alberta	
<b>Date Posted</b>	From: 2024-02-03	To: 2024-08-01
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/03

## Receptionist (NOC 14101)

<b>Job ID</b>	<b>D1DDE417D038A</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=D1DDE417D038A">http://NoExperienceNeeded.ca/viewjob?jobname=D1DDE417D038A</a>	
<b>Company</b>	Liam Construction Fort McMurray Ltd	
<b>Location</b>	Fort McMurray, Alberta	
<b>Date Posted</b>	From: 2024-02-03	To: 2024-08-01
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