



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: 2024/07/29

Administrative Assistant

Job ID	06-AC-38-A4-13-DD	
Web Address	https://careers.indigenous.link/viewjob?jobname=06-AC-38-A4-13-DD	
Company	Fat Bastard Burrito Co.	
Location	Toronto, Ontario	
Date Posted	From: 2024-07-16	To: 2025-01-12
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27 Per Hour	
Languages	English	

Description

Tasks:

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Open and distribute mail and other materials

Plan and organize daily operations

Supervise other workers

Train staff

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Respond to employee questions and complaints

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Supervise office and volunteer staff

Computer and technology knowledge

MS Excel

MS Outlook

MS PowerPoint

MS Word

Adobe Photoshop

MS Office

Adobe Acrobat Reader

Electronic mail

Technical terminology

Business

Area of work experience

Policy and administration
Business administration/management
Area of specialization
Correspondence
Reports and records
Facility management
Payroll services
Personal suitability
Ability to multitask
Excellent oral communication
Excellent written communication
Flexibility
Judgement
Organized
Team player
Client focus
Reliability
Time management
Adaptability
Accountability
Dependability
Due diligence
Quick learner
Work conditions and physical capabilities
Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks
Large caseload
Large workload
Work with minimal supervision

Experience

1 to less than 7 months

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Weight Handling

50 lbs

How to Apply

Send application including cover note and resume via email to: legacy.sohh@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/29

Administrative Assistant

Job ID	44AFDC10953E6	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=44AFDC10953E6	
Company	Fat Bastard Burrito Co.	
Location	Toronto, Ontario	
Date Posted	From: 2024-07-16	To: 2025-01-12
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/07/29

Administrative Assistant

Job ID	F46CFA29C11AD	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=F46CFA29C11AD	
Company	Fat Bastard Burrito Co.	
Location	Toronto, Ontario	
Date Posted	From: 2024-07-16	To: 2025-01-12
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27 Per Hour	
Languages	English	

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Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/29

Administrative Assistant

Job ID	9E0AA2EE7E	
Web Address	https://apathforall.com/viewjob?jobname=9E0AA2EE7E	
Company	Fat Bastard Burrito Co.	
Location	Toronto, Ontario	
Date Posted	From: 2024-07-16	To: 2025-01-12
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