



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: 2024/07/01

Office Manager (NOC 13100)

Job ID	06-FB-10-AC-16-8E	
Web Address	https://careers.indigenous.link/viewjob?jobname=06-FB-10-AC-16-8E	
Company	Out Of The Box Foods Inc. O/a Buster's Pizza & Donair Restaurant	
Location	Calgary, Alberta	
Date Posted	From: 2024-05-01	To: 2024-10-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time, Day

Job requirements

Business Equipment and Computer Applications

Electronic mail, MS Office

Tasks

Review and evaluate new administrative procedures

Delegate work to office support staff

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Oversee and co-ordinate office administrative procedures

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: 5940 Macleod Trail SW suite 311 Calgary, AB T2H 2G4

How to Apply

By email

jobs.busterspizza@gmail.com

Job Board Posting



Date Printed: 2024/07/01

Office Manager (NOC 13100)

Job ID	04DB7025B7F63	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=04DB7025B7F63	
Company	Out Of The Box Foods Inc. O/a Buster`s Pizza & Donair Restaurant	
Location	Calgary, Alberta	
Date Posted	From: 2024-05-01	To: 2024-10-28
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Job Board Posting

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

Date Printed: 2024/07/01

Office Manager (NOC 13100)

Job ID	D619F674FF390
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D619F674FF390
Company	Out Of The Box Foods Inc. O/a Buster's Pizza & Donair Restaurant
Location	Calgary, Alberta
Date Posted	From: 2024-05-01 To: 2024-10-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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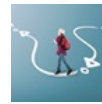
Business and Job location: 5940 Macleod Trail SW suite 311 Calgary, AB T2H 2G4

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jobs.busterspizza@gmail.com

Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/01

Office Manager (NOC 13100)

Job ID	APFA-OS-HQ-05-43-01	
Web Address	https://apathforall.com/viewjob?jobname=APFA-OS-HQ-05-43-01	
Company	Out Of The Box Foods Inc. O/a Buster`s Pizza & Donair Restaurant	
Location	Calgary, Alberta	
Date Posted	From: 2024-05-01	To: 2024-10-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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