



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/02

## Office Administrative Assistant

<b>Job ID</b>	<b>0B-C3-8A-36-28-FA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0B-C3-8A-36-28-FA">https://careers.indigenous.link/viewjob?jobname=0B-C3-8A-36-28-FA</a>	
<b>Company</b>	Versailles Convention Centre	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2024-04-02	To: 2024-09-29
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 per hour, 35 hours per week	
<b>Languages</b>	English	

### Description

Positions Available: 1

Primary Responsibilities:

- Provide administrative support including generation of reports, banquet event orders, presentations, policies and general correspondence documents.
- Answer, screen, and forward incoming phone calls.
- Receive, sort, and distribute daily mail/deliveries.
- Check and respond to electronic enquiries as required.
- Assist in the coordination of pre-conference / post-conference meetings with clients and key staff as needed.
- Determine and establish office procedures and routines and ensure meeting deadlines.
- Confirm the appointments of director, managers with the suppliers.
- Welcome the walk-in customers for party bookings and direct them to responsible sales managers.
- Maintain the record filing system of all events whether it is e-filing or manual system.
- Prepare and submit weekly reports for internal review as well as per customer requests.
- Order front office supplies and keep an inventory of stock.
- Deliver polite and professional assistance via phone and e-mail and for walk in customers.
- Responsible for invoicing customers, maintaining billing charts, accounts Receivables/Payables.
- Proactively monitor the social media sites of convention center and maintains the reports and records for the same.
- Book the reservations of director for scheduled travels.
- Keep updated records of office expenses and costs.

### Experience

1 year to less than 2 years

### Education Requirements

Secondary School

### How to Apply

[jobsatversailles@gmail.com](mailto:jobsatversailles@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Office Administrative Assistant

<b>Job ID</b>	<b>3631AE3858162</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3631AE3858162">http://NewCanadianWorker.ca/viewjob?jobname=3631AE3858162</a>	
<b>Company</b>	Versailles Convention Centre	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2024-04-02	To: 2024-09-29
<b>Job</b>	Type: Full-time	Category: Office
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# Job Board Posting

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

Date Printed: 2024/07/02

## Office Administrative Assistant

<b>Job ID</b>	<b>AA5D71615A541</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=AA5D71615A541">http://NoExperienceNeeded.ca/viewjob?jobname=AA5D71615A541</a>	
<b>Company</b>	Versailles Convention Centre	
<b>Location</b>	Mississauga, Ontario	
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