



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: 2024/07/30

Administrative Assistant

Job ID	0F-83-56-7B-3B-B5	
Web Address	https://careers.indigenous.link/viewjob?jobname=0F-83-56-7B-3B-B5	
Company	ICAN Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-07-12	To: 2025-01-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25 per hour for a minimum of 30 hours per week	
Languages	English	

Description

ICAN Inc at 1055 Canadian Place, Unit 111 Mississauga ON, is looking for a highly organized Administrative Assistant with strong time management, customer service, organizational skills and the ability to work in a fast-paced immigration office.

Job Type: Permanent full time position.

Overtime: 1.5 times the wage after 44 hours per week.

Experience

2-3 years clerical/administrative experience.

Education Requirements

Completion of secondary schooling; College program for administrative assistants/secretaries an asset.

Essential Skills

- Coordinate the application process including evaluating, identifying categories, qualifications and requirements for different types of applications;
- Compose, edit and prepare documents including letters, forms and other paperwork;
- Prepare submission packages, invitation letters and statutory declarations;
- Perform various administrative duties such as typing, filing, copying, faxing, emailing, & responding to telephone calls and electronic enquiries and coordinating, scheduling & making appointments;
- Set up and maintain an up-to-date electronic and physical filing system;
- Create and maintain a data base with up-to-date employee, vendors, financial and other information;
- Maintain inventory and order supplies;
- Schedule and confirm appointments
- Determine and establish office procedures and routines;
- Answer telephone and relay telephone calls and messages
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information;
- Manage and track files & create and maintain spreadsheets
- Maintain the confidentiality of sensitive client and business information

Work Environment

Immigration office

Additional Skills

- Excellent organizational and communication skills;
- Computer proficiency;
- Professional written and spoken communication skills

How to Apply

Interested candidates may apply with references to jobbank@icaninc.ca

Our goal is to improve provide equal employment opportunities for all candidates as we believe that diversity and

inclusion is critical to the success of our business.

Job Board Posting

Date Printed: 2024/07/30

Administrative Assistant

Job ID	666B7A36264A2	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=666B7A36264A2	
Company	ICAN Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-07-12	To: 2025-01-08
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: 2024/07/30

Administrative Assistant

Job ID	54A84C31A455A	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=54A84C31A455A	
Company	ICAN Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-07-12	To: 2025-01-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/30

Administrative Assistant

Job ID	2DD939BA3A	
Web Address	https://apathforall.com/viewjob?jobname=2DD939BA3A	
Company	ICAN Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-07-12	To: 2025-01-08
Job	Type: Full-time	Category: Office
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