



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: 2024/06/30

Operations Officer - Administration

Job ID	11-13-54-BA-16-DF	
Web Address	https://careers.indigenous.link/viewjob?jobname=11-13-54-BA-16-DF	
Company	D4 Logistics Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-06-12	To: 2024-12-09
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27/hr for 40 hours week	
Languages	English	

Description

One (1) position of Operations Officer - Administration at D4 Logistics Inc at 1190 Meyerside Drive, Mississauga, ON, L5T1R7.

Tasks:

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

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

Plan and control budget and expenditures

Personal Suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Ability to multitask

Time management

Integrity

Team player

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

Email

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

Operations Officer - Administration

Job ID	F732672F3022F
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F732672F3022F
Company	D4 Logistics Inc
Location	Mississauga, Ontario
Date Posted	From: 2024-06-12 To: 2024-12-09
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27/hr for 40 hours week
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How to Apply

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Job Board Posting

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

Date Printed: 2024/06/30

Operations Officer - Administration

Job ID	78C794EE4CF74	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=78C794EE4CF74	
Company	D4 Logistics Inc	
Location	Mississauga, Ontario	
Date Posted	From: 2024-06-12	To: 2024-12-09
Job	Type: Full-time	Category: Office
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