



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: 2024/07/03

Administrative Assistant

Job ID	15-E5-A7-8F-08-DC	
Web Address	https://careers.indigenous.link/viewjob?jobname=15-E5-A7-8F-08-DC	
Company	Dap Group Ltd O/A Husky Valleyview Kamloops	
Location	Kamloops, British Columbia	
Date Posted	From: 2024-01-21	To: 2024-07-19
Job	Type: Full-time	Category: Office
Job Salary	\$25.64/hr	
Languages	English	

Description

Job Types

Regular job

Terms of Employment:

Permanent, Full Time

Location:

1815 Trans-Canada Hwy E

Kamloops, BC

V2C 3Z7

Vacancy: 1

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Excellent written communication

Organized

Accurate

How to Apply

By email

hr@dapgrouppltd.com

By mail

1815 Trans-Canada Hwy E

Kamloops, BC

V2C 3Z7

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	A70C0CC46F892	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A70C0CC46F892	
Company	Dap Group Ltd O/A Husky Valleyview Kamloops	
Location	Kamloops, British Columbia	
Date Posted	From: 2024-01-21	To: 2024-07-19
Job	Type: Full-time	Category: Office
Job Salary	\$25.64/hr	
Languages	English	

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V2C 3Z7

Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant

Job ID	07A4BDDFF3D87	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=07A4BDDFF3D87	
Company	Dap Group Ltd O/A Husky Valleyview Kamloops	
Location	Kamloops, British Columbia	
Date Posted	From: 2024-01-21	To: 2024-07-19
Job	Type: Full-time	Category: Office
Job Salary	\$25.64/hr	
Languages	English	

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