



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

Administrative Assistant

Job ID	16-05-5E-A2-A0-A8
Web Address	https://careers.indigenous.link/viewjob?jobname=16-05-5E-A2-A0-A8
Company	Edward J. Cuhaci And Associates Architects Inc.
Location	Ottawa, Ontario
Date Posted	From: 2024-05-28 To: 2024-11-24
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$28.50 Per Hour / 37.5 Hours Per Week
Languages	English

Description

Tasks:

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Conduct research
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff
- Computer and technology knowledge
- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint

MS Windows
MS Word
MS Office
Electronic mail
Area of specialization
Correspondence
Reports and records
Invoices
Charts, tables, graphs and diagrams
Facility management
Accounting
Payroll services
Work conditions and physical capabilities
Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Large workload
Work with minimal supervision

Experience

2 years to less than 3 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Other

Benefits
Health benefits
Dental plan
Health care plan
Vision care benefits
Financial benefits
Life insurance

How to Apply

Apply via email along with cover letter and resume to:
zofiaj@cuhaci.com

Job Board Posting



Date Printed: 2024/06/30

Administrative Assistant

Job ID	0C87011058024
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=0C87011058024
Company	Edward J. Cuhaci And Associates Architects Inc.
Location	Ottawa, Ontario
Date Posted	From: 2024-05-28 To: 2024-11-24
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Job Board Posting

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

Date Printed: 2024/06/30

Administrative Assistant

Job ID	42F30FAC3778F
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=42F30FAC3778F
Company	Edward J. Cuhaci And Associates Architects Inc.
Location	Ottawa, Ontario
Date Posted	From: 2024-05-28 To: 2024-11-24
Job	Type: Full-time Category: Office
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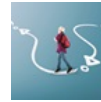
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Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/06/30

Administrative Assistant

Job ID	0234B5C3D0
Web Address	https://apathforall.com/viewjob?jobname=0234B5C3D0
Company	Edward J. Cuhaci And Associates Architects Inc.
Location	Ottawa, Ontario
Date Posted	From: 2024-05-28 To: 2024-11-24
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