



# 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: 2024/07/02

## Administrative Assistant (NOC 13110)

|                       |                                                                                                                                                   |                  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>23-F1-C8-6B-56-EF</b>                                                                                                                          |                  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=23-F1-C8-6B-56-EF">https://careers.indigenous.link/viewjob?jobname=23-F1-C8-6B-56-EF</a> |                  |
| <b>Company</b>        | Elite Recruitment Services                                                                                                                        |                  |
| <b>Location</b>       | Beaumont, Alberta                                                                                                                                 |                  |
| <b>Date Posted</b>    | From: 2024-02-22                                                                                                                                  | To: 2024-08-20   |
| <b>Job</b>            | Type: Full-time                                                                                                                                   | Category: Office |
| <b>Job Start Date</b> | As soon as possible                                                                                                                               |                  |
| <b>Job Salary</b>     | \$25.64 Hourly / 32 Hours Per Week                                                                                                                |                  |
| <b>Languages</b>      | English                                                                                                                                           |                  |

### Description

Vacancies: 2

Terms of employment: Permanent employment .Full time

Morning

Responsibilities

Tasks

Schedule and confirm appointments

Manage contracts

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Plan, organize, direct, control and evaluate daily operations

Greet people and direct them to contacts or service areas

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Repetitive tasks

Personal suitability

Organized

Team player

Client focus

Reliability

Business and work location: 5010 50 Street suite 201Beaumont, AB T4X 1E6

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### Other

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Newcomers to Canada, Youth

**How to Apply**

By email

[eliterecruitment@yahoo.ca](mailto:eliterecruitment@yahoo.ca)

# Job Board Posting



**NewCanadianWorker**  
A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Administrative Assistant (NOC 13110)

|                       |                                                                                                                                   |                  |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>D3627E32CD102</b>                                                                                                              |                  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=D3627E32CD102">http://NewCanadianWorker.ca/viewjob?jobname=D3627E32CD102</a> |                  |
| <b>Company</b>        | Elite Recruitment Services                                                                                                        |                  |
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# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant (NOC 13110)

|                       |                                                                                                                                     |                  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>         | <b>8F29B2F82E9C9</b>                                                                                                                |                  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=8F29B2F82E9C9">http://NoExperienceNeeded.ca/viewjob?jobname=8F29B2F82E9C9</a> |                  |
| <b>Company</b>        | Elite Recruitment Services                                                                                                          |                  |
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