



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/04

## Finance Secretary

<b>Job ID</b>	<b>25-12-58-B4-70-29</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=25-12-58-B4-70-29">https://careers.indigenous.link/viewjob?jobname=25-12-58-B4-70-29</a>
<b>Company</b>	1992993 Alberta Ltd.
<b>Location</b>	Edmonton, Alberta
<b>Date Posted</b>	From: 2024-02-09 To: 2024-08-07
<b>Job</b>	Type: Full-time Category: Finance
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$26.00 / Hour, 35.00 Hours / Week
<b>Languages</b>	English

### Description

Vacancies: 1

Terms of employment

Permanent, Full time

Employment conditions

Day, Morning

Work Location

Edmonton, AB

T5G 2Y6

Tasks

Plan and control budget and expenditures

Oversee the analysis of employee data and information

Answer electronic enquiries

Compile data, statistics and other information

Oversee payroll administration

Perform data entry

Maintain and manage digital database

Perform basic bookkeeping tasks

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Attention to detail

Personal suitability

Ability to multitask

Flexibility

Organized

Team player

Accurate

Reliability

### Experience

7 months to less than 1 year

### Education Requirements

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

### Other

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Mature workers,

Veterans, Visible minorities, Youth

**How to Apply**

By email

jobs.initia@gmail.com

# Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/04

## Finance Secretary

<b>Job ID</b>	<b>95B246B7207FE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=95B246B7207FE">http://NewCanadianWorker.ca/viewjob?jobname=95B246B7207FE</a>	
<b>Company</b>	1992993 Alberta Ltd.	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-02-09	To: 2024-08-07
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	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: 2024/07/04

## Finance Secretary

**Job ID** 44A6F4206B954  
**Web Address** <http://NoExperienceNeeded.ca/viewjob?jobname=44A6F4206B954>  
**Company** 1992993 Alberta Ltd.  
**Location** Edmonton, Alberta  
**Date Posted** From: 2024-02-09 To: 2024-08-07  
**Job** Type: Full-time Category: Finance  
**Job Start Date** As soon as possible  
**Job Salary** \$26.00 / Hour, 35.00 Hours / Week  
**Languages** English

### Description

Vacancies: 1

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Permanent, Full time

Employment conditions

Day, Morning

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