



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)

Job ID	25-96-0B-A4-4A-59	
Web Address	https://careers.indigenous.link/viewjob?jobname=25-96-0B-A4-4A-59	
Company	Superfoods Cafe	
Location	Two Hills, Alberta	
Date Posted	From: 2024-03-01	To: 2024-08-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.36 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 1

Terms of employment: Permanent employment

Full time

Day

Responsibilities

Tasks

Answer telephone and electric inquiries and relay telephone calls and messages.

Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information.

Follow company guidelines for food and cash control.

Organize the weekly schedule for staff.

Maintain supplies inventory by checking stock to determine inventory level.

Prepare and monitor invoices.

Set up and maintain manual and computerized information filing systems.

Undertaken daily administrative tasks to ensure the functionality of the business.

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Work conditions and physical capabilities

Attention to detail

Repetitive tasks

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and job location: 4703 50 St, Two Hills, AB, T0B 4K0

How to Apply

By email

superfoodscafe1@outlook.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	5FC396D3336A2	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5FC396D3336A2	
Company	Superfoods Cafe	
Location	Two Hills, Alberta	
Date Posted	From: 2024-03-01	To: 2024-08-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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superfoodscafe1@outlook.com

Job Board Posting

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

Date Printed: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	BF190ECFAB5AD
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=BF190ECFAB5AD
Company	Superfoods Cafe
Location	Two Hills, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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