



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.Link's 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: 2024/05/19

Office Administrative Assistant

Job ID	27-FB-84-45-4F-B6	
Web Address	https://careers.indigenous.link/viewjob?jobname=27-FB-84-45-4F-B6	
Company	776959 Alberta Ltd. O/a Spice Centre	
Location	Edmonton, Alberta	
Date Posted	From: 2021-10-19	To: 2022-04-17
Job	Type: Full-time	Category: Office
Job Salary	\$27.50 per hour 40 hours per week	
Languages	English	

Description

776959 Alberta Ltd. o/a Spice Centre, Edmonton, Alberta requires 1 Office Administrative Assistant, on a full-time basis

Education: Completion of secondary school is required.

Experience: Willing to Train.

Few of Job duties include: Determine and establish office procedures and routines, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, 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 etc.

We encourage underrepresented groups to apply (Youth, Newcomers, Aboriginal peoples, Disabled etc.)

How to Apply

Please mail your resume to: 9280 34 AVE, Edmonton, AB, T6E 5P2

or

Please email your resume to: amrit.spicecentre@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

Office Administrative Assistant

Job ID	F4F3B269F3E83	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=F4F3B269F3E83	
Company	776959 Alberta Ltd. O/a Spice Centre	
Location	Edmonton, Alberta	
Date Posted	From: 2021-10-19	To: 2022-04-17
Job	Type: Full-time	Category: Office
Job Salary	\$27.50 per hour 40 hours per week	
Languages	English	

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Job Board Posting

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

Date Printed: 2024/05/19

Office Administrative Assistant

Job ID	B4EC587594438	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=B4EC587594438	
Company	776959 Alberta Ltd. O/a Spice Centre	
Location	Edmonton, Alberta	
Date Posted	From: 2021-10-19	To: 2022-04-17
Job	Type: Full-time	Category: Office
Job Salary	\$27.50 per hour 40 hours per week	
Languages	English	

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