



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: 2024/07/03

Receptionist (14101)

Job ID	30-8C-20-49-9E-3B	
Web Address	https://careers.indigenous.link/viewjob?jobname=30-8C-20-49-9E-3B	
Company	Purple Potamus Preschool & Junior Kindergarten Inc	
Location	Calgary, Alberta	
Date Posted	From: 2024-02-07	To: 2024-08-05
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.00 hourly / 32 hours per Week	
Languages	English	

Description

Location: 6004 Country hills Blvd NE suite 1640Calgary, AB
T3N 1A8

Terms of employment

Permanent employment

Full time

vacancies: 1 vacancy

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Schedule and confirm appointments

Send invoices

Receive and issue payments

Answer telephone and relay telephone calls and messages

Provide customer service

Computer and technology knowledge

MS Office

MS Excel

Experience

Experience an asset

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email

purplepotamus01@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Receptionist (14101)

Job ID	CFB364433805B	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=CFB364433805B	
Company	Purple Potamus Preschool & Junior Kindergarten Inc	
Location	Calgary, Alberta	
Date Posted	From: 2024-02-07	To: 2024-08-05
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.00 hourly / 32 hours per Week	
Languages	English	

Description

Location: 6004 Country hills Blvd NE suite 1640Calgary, AB
T3N 1A8

Terms of employment

Permanent employment

Full time

vacancies: 1 vacancy

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Schedule and confirm appointments

Send invoices

Receive and issue payments

Answer telephone and relay telephone calls and messages

Provide customer service

Computer and technology knowledge

MS Office

MS Excel

Experience

Experience an asset

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email

purplepotamus01@gmail.com

Job Board Posting

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

Date Printed: 2024/07/03

Receptionist (14101)

Job ID	F7BD4908ECD88	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=F7BD4908ECD88	
Company	Purple Potamus Preschool & Junior Kindergarten Inc	
Location	Calgary, Alberta	
Date Posted	From: 2024-02-07	To: 2024-08-05
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$20.00 hourly / 32 hours per Week	
Languages	English	

Description

Location: 6004 Country hills Blvd NE suite 1640Calgary, AB
T3N 1A8

Terms of employment

Permanent employment

Full time

vacancies: 1 vacancy

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Provide basic information to clients and the public

Schedule and confirm appointments

Send invoices

Receive and issue payments

Answer telephone and relay telephone calls and messages

Provide customer service

Computer and technology knowledge

MS Office

MS Excel

Experience

Experience an asset

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email

purplepotamus01@gmail.com