



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

Job ID	30-B5-A8-B9-3F-B5
Web Address	https://careers.indigenous.link/viewjob?jobname=30-B5-A8-B9-3F-B5
Company	J And K Heating Ltd.
Location	Edmonton, Alberta
Date Posted	From: 2024-03-20 To: 2024-09-16
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.71/ Hour, for 30 to 40 Hours per week
Languages	English

Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

207-8711A- 50 St NW

Edmonton, AB

T6B 1E7

(1 Vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Personal suitability

Ability to multitask

Excellent oral communication
Excellent written communication

Organized

Client focus

How to Apply

By email

jandkheating@gmail.com

By mail

207-8711A- 50 St NW

Edmonton, AB

T6B 1E7

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant

Job ID	37D1655687AEF	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=37D1655687AEF	
Company	J And K Heating Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2024-03-20	To: 2024-09-16
Job	Type: Full-time	Category: Office
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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

Job ID	727CE99EB00E2
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=727CE99EB00E2
Company	J And K Heating Ltd.
Location	Edmonton, Alberta
Date Posted	From: 2024-03-20 To: 2024-09-16
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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