



# 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: 2024/08/01

## Office Administrator

<b>Job ID</b>	<b>31-D9-24-7D-C3-AB</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=31-D9-24-7D-C3-AB">https://careers.indigenous.link/viewjob?jobname=31-D9-24-7D-C3-AB</a>	
<b>Company</b>	Sachar Homes Inc.	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2024-07-05	To: 2025-01-01
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$26.00 Hourly	
<b>Languages</b>	English	

### Description

Tasks:

1. Establish work priorities and ensure procedures are followed and deadlines are met.
2. Carry out administrative activities of establishment.
3. Coordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services.
4. Assist in the preparation of the operating budget and maintain inventory and budgetary controls.
5. Assemble data and prepare periodic and special reports, manuals and correspondence
6. Oversee and co-ordinate office administrative procedures
7. Oversee payroll administration
8. Plan and control budget and expenditures
9. Perform data entry

Personal suitability:

1. Efficient interpersonal skills
2. Flexibility
3. Organized
4. Reliability
5. Time management
6. Team player

Work Conditions and Physical Capabilities

1. Ability to work independently
2. Attention to detail

### Experience

1 to less than 7 months

### Education Requirements

Secondary (high) school graduation certificate

### Other

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Support for visible minorities

Who can apply for this job

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

**How to Apply**

By email

sacharhomesjobs@gmail.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/08/01

## Office Administrator

<b>Job ID</b>	<b>40D8085759951</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=40D8085759951">http://NewCanadianWorker.ca/viewjob?jobname=40D8085759951</a>	
<b>Company</b>	Sachar Homes Inc.	
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### Experience

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# Job Board Posting

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

Date Printed: 2024/08/01

## Office Administrator

<b>Job ID</b>	<b>D2D501FECB816</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=D2D501FECB816">http://NoExperienceNeeded.ca/viewjob?jobname=D2D501FECB816</a>	
<b>Company</b>	Sachar Homes Inc.	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2024-07-05	To: 2025-01-01
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# Job Board Posting



**APathForAll.com**  
Refugees & Asylum Seekers...

Date Printed: 2024/08/01

## Office Administrator

<b>Job ID</b>	<b>45B71BC426</b>	
<b>Web Address</b>	<a href="https://apathforall.com/viewjob?jobname=45B71BC426">https://apathforall.com/viewjob?jobname=45B71BC426</a>	
<b>Company</b>	Sachar Homes Inc.	
<b>Location</b>	Winnipeg, Manitoba	
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