



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: 2024/07/03

Office Administrator

Job ID	38-CC-E6-34-C9-CC
Web Address	https://careers.indigenous.link/viewjob?jobname=38-CC-E6-34-C9-CC
Company	Canadian Pathway Immigration Services (CPIS) Inc.
Location	Winnipeg, Manitoba
Date Posted	From: 2024-01-26 To: 2024-07-24
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.00 Hourly
Languages	English

Description

Number of Openings

1 vacancy

Employment Condition

Day, Morning, On Call, Weekend

Tasks

- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

Computer and technology knowledge

- MS Excel
- MS Word

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability
- Integrity
- Team player

Work conditions and physical capabilities

- Tight deadlines
- Attention to detail

Experience

1 year to less than 2 years

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: Indigenous people, Persons with disabilities, Newcomers to Canada, Mature workers, Visible minorities, Youth

How to Apply

By email

receptionatcpis@gmail.com

Who can apply to 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.

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Office Administrator

Job ID	13A86FE439EDB	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=13A86FE439EDB	
Company	Canadian Pathway Immigration Services (CPIS) Inc.	
Location	Winnipeg, Manitoba	
Date Posted	From: 2024-01-26	To: 2024-07-24
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: 2024/07/03

Office Administrator

Job ID	B5B937FA036D2	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=B5B937FA036D2	
Company	Canadian Pathway Immigration Services (CPIS) Inc.	
Location	Winnipeg, Manitoba	
Date Posted	From: 2024-01-26	To: 2024-07-24
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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