



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: 2024/07/01

Office Manager

Job ID	3C-91-71-BC-A8-A7	
Web Address	https://careers.indigenous.link/viewjob?jobname=3C-91-71-BC-A8-A7	
Company	G Square Builders Ltd.	
Location	Rocky View, Alberta	
Date Posted	From: 2024-05-10	To: 2024-11-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54/ Hour For 30 Hours/ Week	
Languages	English	

Description

Vacancies

02

Terms of employment

Permanent, Full-time

Employment Conditions

Morning, Day

Work setting

Office

Security and Safety

Criminal record check

Work Conditions and Physical Capabilities

Ability to work independently; Fast-paced environment; Work under pressure; Attention to detail

Personal Suitability

Efficient interpersonal skills; Organized; Reliability; Ability to multitask; Time management

Experience

7 months to less than 1 year

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

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; Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation; Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; Assemble data and prepare periodic and special reports, manuals and correspondence; Oversee and co-ordinate office administrative procedures; Plan and control budget and expenditures

Other

Job Location:

285009 Frontier Road

Rocky View, AB

T1X 0W4

How to Apply

By email:

gsquareoffice@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Office Manager

Job ID	B245699E0B072	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=B245699E0B072	
Company	G Square Builders Ltd.	
Location	Rocky View, Alberta	
Date Posted	From: 2024-05-10	To: 2024-11-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54/ Hour For 30 Hours/ Week	
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Rocky View, AB

T1X 0W4

How to Apply

By email:

gsquareoffice@gmail.com

Job Board Posting

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

Date Printed: 2024/07/01

Office Manager

Job ID	45659801B555D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=45659801B555D	
Company	G Square Builders Ltd.	
Location	Rocky View, Alberta	
Date Posted	From: 2024-05-10	To: 2024-11-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54/ Hour For 30 Hours/ Week	
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285009 Frontier Road

Rocky View, AB

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How to Apply

By email:

gsquareoffice@gmail.com

Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/01

Office Manager

Job ID 3955780165
Web Address <https://apathforall.com/viewjob?jobname=3955780165>
Company G Square Builders Ltd.
Location Rocky View, Alberta
Date Posted From: 2024-05-10 To: 2024-11-06
Job Type: Full-time Category: Office
Job Start Date As soon as possible
Job Salary \$26.54/ Hour For 30 Hours/ Week
Languages English

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