



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

Administrative Assistant

Job ID	3E-E7-56-30-91-4B	
Web Address	https://careers.indigenous.link/viewjob?jobname=3E-E7-56-30-91-4B	
Company	Best Care Consulting Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-02-16	To: 2024-08-14
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

3121 Dufferin St.
Toronto, ON
M6A 2S9
Permanent employment
Full time
Benefits: Health benefits
1 vacancy
Personal suitability
- Excellent oral communication
- Flexibility
- Organized
- Client focus
- Reliability
- Efficient interpersonal skills

Benefits
Health benefits
- Dental plan
- Health care plan

Experience

1 year to less than 2 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Essential Skills

- 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
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Maintain filing system
- Perform general clerical work, such as order supplies and maintain inventory

Work Environment

- Work under pressure
- Tight deadlines
- Attention to detail

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, Newcomers to Canada

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.

How to Apply

By email

bestcarehire@gmail.com

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	CE701CCEAFDF7	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=CE701CCEAFDF7	
Company	Best Care Consulting Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-02-16	To: 2024-08-14
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

3121 Dufferin St.
Toronto, ON
M6A 2S9
Permanent employment
Full time
Benefits: Health benefits
1 vacancy
Personal suitability
- Excellent oral communication
- Flexibility
- Organized
- Client focus
- Reliability
- Efficient interpersonal skills
Benefits
Health benefits
- Dental plan
- Health care plan

Experience

1 year to less than 2 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Essential Skills

- 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
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Maintain filing system
- Perform general clerical work, such as order supplies and maintain inventory

Work Environment

- Work under pressure
- Tight deadlines
- Attention to detail

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, Newcomers to Canada

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.

How to Apply

By email

bestcarehire@gmail.com

Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant

Job ID	73CD2F7357D61	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=73CD2F7357D61	
Company	Best Care Consulting Inc.	
Location	Toronto, Ontario	
Date Posted	From: 2024-02-16	To: 2024-08-14
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

3121 Dufferin St.
Toronto, ON
M6A 2S9
Permanent employment
Full time
Benefits: Health benefits
1 vacancy
Personal suitability
- Excellent oral communication
- Flexibility
- Organized
- Client focus
- Reliability
- Efficient interpersonal skills
Benefits
Health benefits
- Dental plan
- Health care plan

Experience

1 year to less than 2 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Essential Skills

- 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
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Maintain filing system
- Perform general clerical work, such as order supplies and maintain inventory

Work Environment

- Work under pressure
- Tight deadlines
- Attention to detail

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, Newcomers to Canada

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.

How to Apply

By email

bestcarehire@gmail.com