



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 Clerk

Job ID	45-6B-F3-BC-D4-A7
Web Address	https://careers.indigenous.link/viewjob?jobname=45-6B-F3-BC-D4-A7
Company	Master Piano Services
Location	Calgary, Alberta
Date Posted	From: 2024-03-06 To: 2024-09-02
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.00 Hourly / 35 To 40 Hours Per Week
Languages	English

Description

Terms of employment: Permanent employment, Full time, Day, Weekend

Number of Positions: 1

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Tasks:

Type and proofread correspondence, forms and other documents; Receive and forward telephone or electronic enquiries; Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases; Sort, process and verify applications, receipts and other documents; Process incoming and outgoing mail manually or electronically; Send and receive messages; Perform basic bookkeeping tasks; Compile data, statistics and other information; Provide general information to clients and the public; Photocopy and collate documents for distribution, mailing and filing; Order office supplies and maintain inventory; Label, file and retrieve documents

Experience and specialization:

Computer and technology knowledge, MS Word, MS Excel, MS Windows

Transportation/travel information:

Public transportation is available

Work conditions and physical capabilities: Fast-paced environment, Work under pressure, Repetitive tasks, Combination of sitting, standing, walking, Attention to detail

Personal suitability: Adaptability, Positive attitude, Quick learner, Time management, Excellent oral communication, Excellent written communication, Organized, Reliability, Team player

How to Apply

By email: calgarymaster89@gmail.com

By mail: 416 Meridian Road SE suite 12A Calgary, AB T2A 1X2

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Clerk

Job ID	6E857B5CC55E2
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=6E857B5CC55E2
Company	Master Piano Services
Location	Calgary, Alberta
Date Posted	From: 2024-03-06 To: 2024-09-02
Job	Type: Full-time Category: Office
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