



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	45-F3-84-81-5C-A4
Web Address	https://careers.indigenous.link/viewjob?jobname=45-F3-84-81-5C-A4
Company	New Era Floor Gallery Ltd
Location	Edmonton, Alberta
Date Posted	From: 2024-02-13 To: 2024-08-11
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.00 Hourly, for 35 Hours per week
Languages	English

Description

Job Types

Regular job

Terms of Employment:

Full Time, Permanent

Location:

9830 60 avenue

Edmonton, AB

T6E 0C5

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

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

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

Carry out administrative activities of establishment

Oversee and co-ordinate office administrative procedures

Assemble data and prepare periodic and special reports, manuals and correspondence

Establish work priorities and ensure procedures are followed and deadlines are met

Review and evaluate new administrative procedures

Experience and specialization

Computer and technology knowledge

MS Windows

MS Word

Electronic mail

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Personal suitability
Excellent oral communication
Excellent written communication
Organized
Reliability
Efficient interpersonal skills

How to Apply

By email
newerafloorgallery@gmail.com
By mail
9830 60 avenue
Edmonton, AB
T6E 0C5

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	6E3FB7759AA99	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=6E3FB7759AA99	
Company	New Era Floor Gallery Ltd	
Location	Edmonton, Alberta	
Date Posted	From: 2024-02-13	To: 2024-08-11
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

Administrative Assistant

Job ID	B655427E2DA32
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=B655427E2DA32
Company	New Era Floor Gallery Ltd
Location	Edmonton, Alberta
Date Posted	From: 2024-02-13 To: 2024-08-11
Job	Type: Full-time Category: Office
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