



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 Assistant

Job ID	4B-66-5A-80-1D-30	
Web Address	https://careers.indigenous.link/viewjob?jobname=4B-66-5A-80-1D-30	
Company	Worth Personnel Ltd.	
Location	Oshawa, Ontario	
Date Posted	From: 2024-04-16	To: 2024-10-13
Job	Type: Full-time	Category: Office
Job Start Date	as soon as possible	
Job Salary	\$26.00 Hourly / 35 Hours Per Week	
Languages	English	

Description

Oshawa, ON

L1H 3V7

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, On Call, Overtime, Weekend

vacancies 1

Tasks:

Supervise other workers

Train staff

Establish and implement policies and procedures

Train other workers

Train, direct and motivate staff

Assign, co-ordinate and review projects and programs

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Manage contracts

Manage training and development strategies

Answer telephone and relay telephone calls and messages

Oversee the analysis of employee data and information

Answer electronic enquiries

Oversee development of communication strategies

Compile data, statistics and other information

Oversee the preparation of reports

Advise senior management

Respond to employee questions and complaints

Order office supplies and maintain inventory

Oversee payroll administration

Plan, organize, direct, control and evaluate daily operations

Arrange travel, related itineraries and make reservations

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

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service
Recruit and hire workers and carry out related staffing actions
Recruit and hire staff
Maintain and manage digital database
Perform basic bookkeeping tasks
Conduct performance reviews
Supervise office and volunteer staff
Experience and specialization
Computer and technology knowledge
Google Docs
Jira
Microsoft Visio
MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Electronic scheduler
Database software
Information technology
SharePoint
Accounting software
MS Access
MS Office
Quick Books
Google Drive
LinkedIn
Electronic mail
Technical terminology
Business
Area of work experience
Purchasing, procurement and contracts
Area of specialization
Correspondence
Reports and records
Contracts
Statistics
Charts, tables, graphs and diagrams
Project management
Business process management
Additional information
Security and safety
Bondable
Basic security clearance
Criminal record check
Work Conditions and Physical Capabilities
Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail

Repetitive tasks
Large workload
Work with minimal supervision

Experience

Experience an asset

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Transportation, communication and utilities

Other

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to Apply

By email

career@ttr.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant

Job ID	2917E39BC7597	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=2917E39BC7597	
Company	Worth Personnel Ltd.	
Location	Oshawa, Ontario	
Date Posted	From: 2024-04-16	To: 2024-10-13
Job	Type: Full-time	Category: Office
Job Start Date	as soon as possible	
Job Salary	\$26.00 Hourly / 35 Hours Per Week	
Languages	English	

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Conduct performance reviews
Supervise office and volunteer staff
Experience and specialization
Computer and technology knowledge
Google Docs
Jira
Microsoft Visio
MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Electronic scheduler
Database software
Information technology
SharePoint
Accounting software
MS Access
MS Office
Quick Books
Google Drive
LinkedIn
Electronic mail
Technical terminology
Business
Area of work experience
Purchasing, procurement and contracts
Area of specialization
Correspondence
Reports and records
Contracts
Statistics
Charts, tables, graphs and diagrams
Project management
Business process management
Additional information
Security and safety
Bondable
Basic security clearance
Criminal record check
Work Conditions and Physical Capabilities
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Fast-paced environment
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Job Board Posting

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

Date Printed: 2024/07/02

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Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=26CABD33321BF	
Company	Worth Personnel Ltd.	
Location	Oshawa, Ontario	
Date Posted	From: 2024-04-16	To: 2024-10-13
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MS Windows
MS Word
Electronic scheduler
Database software
Information technology
SharePoint
Accounting software
MS Access
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