



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

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Administrative Assistant-Office

Job ID	4F-12-E9-AD-92-5A	
Web Address	https://careers.indigenous.link/viewjob?jobname=4F-12-E9-AD-92-5A	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-06-14	To: 2024-12-11
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/ Hour, 40 Hours/week	
Languages	English	

Description

Sunrise Freight Systems Inc., located at 11 Sloan Drive, Caledon, Ontario L7C 2B8 is looking for an Administrative Assistant-Office (NOC 13110) in a permanent full-time position.

No. of Vacancy of this position: 1

Main Duties of the Administrative Assistant-Office (NOC 13110):

- Perform important role in the administration of the company and perform various duties including record keeping, billing and filing the paperwork
- Answers general phone and email inquiries in a professional and courteous manner and direct inquiries to the appropriate staff members
- Greeting guests and direct them to appropriate departments
- Determine and establish office procedures and routines
- Type, edit and proofread correspondence, forms and documents; using Microsoft tools i: e; Outlook, Microsoft Excel, Microsoft Word
- Opens and distributes incoming regular and electronic mail and other material and co-ordinates the flow of information internally and with other departments of the company
- Performs various duties including Scheduling and coordinating professional meetings, interviews, and appointments
- Set up and maintain manual and computerized information filing system
- Orders office supplies and maintains inventory electronically and manually
- Drafts minutes of the weekly staff meetings for managerial review
- Assures that all the computers, photocopiers and other office equipment are in proper working order. Arranging for repair and maintenance of office equipment's

Experience

Minimum 1 year experience is required in related field

Education Requirements

Completion of secondary school is required

How to Apply

gurpreet@sunrisefreightsystems.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

Administrative Assistant-Office

Job ID	2FB127F400380	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=2FB127F400380	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-06-14	To: 2024-12-11
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/06/30

Administrative Assistant-Office

Job ID	2689C895518F9	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=2689C895518F9	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-06-14	To: 2024-12-11
Job	Type: Full-time	Category: Office
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