



# 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

## Receptionist

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>54-8F-94-A4-D7-43</b>  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=54-8F-94-A4-D7-43">https://careers.indigenous.link/viewjob?jobname=54-8F-94-A4-D7-43</a> |
| <b>Company</b>        | VSF Consulting Inc.   |
| <b>Location</b>       | Brampton, Ontario   |
| <b>Date Posted</b>    | From: 2024-03-18 To: 2024-09-14   |
| <b>Job</b>            | Type: Full-time Category: Office  |
| <b>Job Start Date</b> | As soon as possible   |
| <b>Job Salary</b>     | \$18.00 / Hour For 30 Hours / Week  |
| <b>Languages</b>      | English   |

### Description

Vacancy

02

Terms of employment

Permanent, Full time

Employment Conditions

Morning, Day

Security and safety

Basic security clearance

Work conditions and physical capabilities

Fast-paced environment; Work under pressure; Attention to detail; Sitting

Personal suitability

Efficient interpersonal skills; Flexibility; Organized; Team player; Ability to multitask

### Experience

Will train

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Greet people and direct them to contacts or service areas; Provide basic information to clients and the public; Schedule and confirm appointments; Send invoices; Maintain work records and logs; Receive and issue payments; Perform clerical duties, such as filing and sorting and distributing mail; Answer telephone and relay telephone calls and messages

### Other

Business Location

8 Melanie Drive suite 202

Brampton, ON

L6T 4L2

### How to Apply

By email

[services@vsfmgt.com](mailto:services@vsfmgt.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Receptionist

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>7D16EC780E0DF</b>  |                  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=7D16EC780E0DF">http://NewCanadianWorker.ca/viewjob?jobname=7D16EC780E0DF</a> |                  |
| <b>Company</b>        | VSF Consulting Inc.   |                  |
| <b>Location</b>       | Brampton, Ontario   |                  |
| <b>Date Posted</b>    | From: 2024-03-18  | To: 2024-09-14   |
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# Job Board Posting

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

Date Printed: 2024/07/02

## Receptionist

**Job ID** F1824916DA475  
**Web Address** <http://NoExperienceNeeded.ca/viewjob?jobname=F1824916DA475>  
**Company** VSF Consulting Inc.  
**Location** Brampton, Ontario  
**Date Posted** From: 2024-03-18 To: 2024-09-14  
**Job** Type: Full-time Category: Office  
**Job Start Date** As soon as possible  
**Job Salary** \$18.00 / Hour For 30 Hours / Week  
**Languages** English

### Description

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