



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: 2024/07/05

Office Administrator

Job ID	5B-85-DA-37-68-15
Web Address	https://careers.indigenous.link/viewjob?jobname=5B-85-DA-37-68-15
Company	CIC Experts Ltd
Location	Calgary, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.54 hourly / 30 to 40 hours per Week
Languages	English

Description

Location ; Unit 224, 1935 32nd Ave NE Calgary, AB T2E 7C8

Terms of employment

Permanent employment

Full time

Day

vacancies 1

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Urban area

Responsibilities

Tasks

Delegate work to office support staff

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

Carry out administrative activities of establishment

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Assist in the preparation of operating budget and maintain inventory and budgetary controls

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

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

Electronic mail

Social Media

MS Excel

MS Office

MS Word

Additional information

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Indigenous people

Newcomers to Canada

Youth

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

ielarf@hotmail.com

Job Board Posting

Date Printed: 2024/07/05

Office Administrator

Job ID	363639D6439CF
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=363639D6439CF
Company	CIC Experts Ltd
Location	Calgary, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
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: 2024/07/05

Office Administrator

Job ID	0B2C203062AD8
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=0B2C203062AD8
Company	CIC Experts Ltd
Location	Calgary, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
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