



# 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: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>5F-C6-62-7D-6C-06</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5F-C6-62-7D-6C-06">https://careers.indigenous.link/viewjob?jobname=5F-C6-62-7D-6C-06</a>	
<b>Company</b>	12934001 Canada Inc.	
<b>Location</b>	Ajax, Ontario	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Information Technology
<b>Job Salary</b>	\$ 25.00 per hour for 40 hours per week	
<b>Languages</b>	English	

### Description

12934001 Canada Inc., located at 8 Sivyer Crescent, Ajax, ON L1Z 2A6 Canada, is looking for an efficient Administrative Assistant to manage the day to day operations of the company. The deserving candidate must be hardworking, organized, result- oriented, ability to multitask and capable of working in a fast paced environment.

Job Type: Permanent, Full-Time Position

Experience: 7 months to 1 year

Overtime: 1.5 times the wages after 44 hours per week

Job Responsibilities:

- Assist the project staff on day-to-day administrative support.
- Respond to telephone, e-mail, and in-person enquiries from clients.
- Act as point of contact for all internal inquiries.
- Open and distribute regular and electronic incoming mail and other material and co- ordinate the flow of information.
- Make phone calls and schedule appointments when needed.
- Order office supplies and maintain inventory.
- Purchase Orders (create and record tracking).
- Organize and ensure that various files, databases and confidential records are kept up to date.
- Collect and reconcile data to generate, prepare and distribute reports.
- Ensure document management, including filing and data entry.
- Prepare and edit presentations, reports, correspondence and communications.
- Assist with Accounts Payables functions such as vendor invoice coding & vendor invoicing.
- Organize and participate in team meetings, take minutes and perform certain follow- ups when required.
- Assist in daily office needs and manage our company's general administrative activities.
- May work on special projects.

### Education Requirements

Completion of secondary school

### How to Apply

Interested candidates please respond to advertisement by emailing your resumes to email: [sudheer.ece467@gmail.com](mailto:sudheer.ece467@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>0C9DBC2F228D7</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0C9DBC2F228D7">http://NewCanadianWorker.ca/viewjob?jobname=0C9DBC2F228D7</a>	
<b>Company</b>	12934001 Canada Inc.	
<b>Location</b>	Ajax, Ontario	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Information Technology
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# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>691CFB78235A5</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=691CFB78235A5">http://NoExperienceNeeded.ca/viewjob?jobname=691CFB78235A5</a>	
<b>Company</b>	12934001 Canada Inc.	
<b>Location</b>	Ajax, Ontario	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Information Technology
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