



# 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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# Job Board Posting



Careers.Indigenous.Link

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## Administrative Assistant

<b>Job ID</b>	<b>69-95-0A-4B-6E-3C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=69-95-0A-4B-6E-3C">https://careers.indigenous.link/viewjob?jobname=69-95-0A-4B-6E-3C</a>	
<b>Company</b>	Trust Plus Overseas Affairs Consulting Inc.	
<b>Location</b>	Markham, Ontario	
<b>Date Posted</b>	From: 2024-05-13	To: 2024-11-09
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25 Per Hour For Minimum 30 Per Week And 52 Weeks Per Annum	
<b>Languages</b>	English	

### Description

Trust Plus Overseas Affairs Inc. is a dynamic and growing firm specialized in providing advisory services business management, digital marketing, international student recruitment solutions, property management, and Canadians going abroad for exploring business opportunities. Currently, Trust Plus is seeking for a full-time Administrative Assistant to work at its headquarters in Markham, Ontario.

Terms: Permanent, full-time

Work Location: 309-3601 Hwy 7, Markham, ON L3R 0M3

Tasks:

- Create, maintain and manage the firm's client management files:
- Open and maintain Active Files;
- Label and identify Client Property;
- Store and easily retrieve Active Files and Closed Files;
- Place Client Property in safekeeping; and
- Close, retain, destroy, and dispose of closed files.
- Collect and log key supporting documents in correspondence to client files for inventory records. Maintain a record of documents specific to affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers.
- Review and proofread documents and correspondence to ensure compliance with office procedures and grammatical usage
- Schedule appointments, meetings and conferences for employer.
- Manage client relations with respect to travel arrangements on behalf of clients.
- Controlling and safe-guarding confidential client materials and documents.
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information internally and with overseas counterparts and other organizations
- Determine and establish office procedures and routines
- May supervise and train other staff in procedures and in the use of current software.
- May perform other general office work as required including preparing expense reports, and other analysis of financial reports from internal or external sources.
- Will be required to use Officio to manage the electronic files
- Maintain a file record of agent agreements and keep accounting records of funds/commissions owed to registered agents.

### Experience

Minimum one year of related work experience

### Education Requirements

College diploma

### Essential Skills

- Excellent verbal and written communication skills

- Proven organizational skills, including categorizing and filing - both electronically and physically
- Strong time management skills to effectively prioritize and meet deadlines
- Experience in using Office and Cloud Storage
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook, PowerPoint in PC environment
- Proven experience in consolidating and compiling data using Excel
- Demonstrated initiative and attention to detail
- Proven interpersonal skills and experience working effectively as a team member with minimal supervision
- Willing to work overtime

**How to Apply**

We welcome applications from all interested parties. Applicant must include an introductory letter referring to JD05 and send the resume to [hqhr@trustplusgroup.com](mailto:hqhr@trustplusgroup.com). We thank you for your interest, however, only those candidates selected for an interview will be contacted.