



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: 2024/07/01

Administrative Assistant - Office

Job ID	6D-BD-43-04-EF-49	
Web Address	https://careers.indigenous.link/viewjob?jobname=6D-BD-43-04-EF-49	
Company	Sidhu Travels International	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-25	To: 2024-10-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.64 Hourly / 30 To 40 Hours Per Week	
Languages	English	

Description

Terms of employment: Permanent employment, Full time

Vacancies: 1

Experience

7 months to less than 1 year

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

- Direct and control daily operations
- Direct staff
- Open and distribute mail and other materials
- Plan and organize daily operations
- Establish and implement policies and procedures
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Organize staff consultation and grievance procedures
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Assign, co-ordinate and review projects and programs
- Plan, organize, direct, control and evaluate daily operations

How to Apply

By email: mandeep.sidhutravels@gmail.com

Job Board Posting

Date Printed: 2024/07/01

Administrative Assistant - Office

Job ID	87B28222D3E60	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=87B28222D3E60	
Company	Sidhu Travels International	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-25	To: 2024-10-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.64 Hourly / 30 To 40 Hours Per Week	
Languages	English	

Description

Terms of employment: Permanent employment, Full time

Vacancies: 1

Experience

7 months to less than 1 year

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

- Direct and control daily operations
- Direct staff
- Open and distribute mail and other materials
- Plan and organize daily operations
- Establish and implement policies and procedures
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Organize staff consultation and grievance procedures
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Assign, co-ordinate and review projects and programs
- Plan, organize, direct, control and evaluate daily operations

How to Apply

By email: mandeep.sidhutravels@gmail.com

Job Board Posting

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

Date Printed: 2024/07/01

Administrative Assistant - Office

Job ID	D607FC756EECD	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D607FC756EECD	
Company	Sidhu Travels International	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-25	To: 2024-10-22
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.64 Hourly / 30 To 40 Hours Per Week	
Languages	English	

Description

Terms of employment: Permanent employment, Full time

Vacancies: 1

Experience

7 months to less than 1 year

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Direct and control daily operations

Direct staff

Open and distribute mail and other materials

Plan and organize daily operations

Establish and implement policies and procedures

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Organize staff consultation and grievance procedures

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Consult with clients after sale to provide ongoing support

Assign, co-ordinate and review projects and programs

Plan, organize, direct, control and evaluate daily operations

How to Apply

By email: mandeep.sidhutravels@gmail.com