



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: 2024/07/03

Administrative Assistant

Job ID	70-BB-14-16-EE-76	
Web Address	https://careers.indigenous.link/viewjob?jobname=70-BB-14-16-EE-76	
Company	Kelowna Cabs	
Location	Kelowna, British Columbia	
Date Posted	From: 2024-04-03	To: 2024-09-30
Job	Type: Full-time	Category: Transportation
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

1 to less than 7 months

Education Requirements

Secondary (high) school graduation certificate

Essential Skills

Arrange and co-ordinate seminars, conferences, etc.

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

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Respond to employee questions and complaints

Order office supplies and maintain inventory

Liaise with management, union officials and HR consultants

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Work with the marketing department to understand and communicate marketing messages to the field

Recruit and hire workers and carry out related staffing actions

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: supervisor@kelownacabs.ca

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	90CD16BFC5A02	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=90CD16BFC5A02	
Company	Kelowna Cabs	
Location	Kelowna, British Columbia	
Date Posted	From: 2024-04-03	To: 2024-09-30
Job	Type: Full-time	Category: Transportation
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Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant

Job ID	448DCE13D976C	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=448DCE13D976C	
Company	Kelowna Cabs	
Location	Kelowna, British Columbia	
Date Posted	From: 2024-04-03	To: 2024-09-30
Job	Type: Full-time	Category: Transportation
Job Start Date	As soon as possible	
Job Salary	\$25.64 Hourly / 30 To 40 Hours Per Week	
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