



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

Job ID	78-5D-4B-7D-6E-26	
Web Address	https://careers.indigenous.link/viewjob?jobname=78-5D-4B-7D-6E-26	
Company	ARB Drywall Ltd.	
Location	Surrey, British Columbia	
Date Posted	From: 2024-03-20	To: 2024-09-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$28.85/hour / 32 hours per Week	
Languages	English	

Description

Location-12848 85 Avenue suite 7 Surrey, BC V3W 0K8

Vacancies-1

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Construction

Responsibilities

Tasks

Plan and control budget and expenditures

Establish and implement policies and procedures

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

Respond to employee questions and complaints

Order office supplies and maintain inventory

Oversee payroll administration

Plan, organize, direct, control and evaluate daily operations

Arrange travel, related itineraries and make reservations

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Type and proofread correspondence, forms and other documents

Provide customer service

Perform basic bookkeeping tasks

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
arbdrywall08@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant

Job ID	E6E8CA3DCF730	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=E6E8CA3DCF730	
Company	ARB Drywall Ltd.	
Location	Surrey, British Columbia	
Date Posted	From: 2024-03-20	To: 2024-09-16
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: 2024/07/02

Administrative Assistant

Job ID	97F6FE7F9FEBD	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=97F6FE7F9FEBD	
Company	ARB Drywall Ltd.	
Location	Surrey, British Columbia	
Date Posted	From: 2024-03-20	To: 2024-09-16
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$28.85/hour / 32 hours per Week	
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