



# 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: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>78-CF-DE-7C-57-40</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=78-CF-DE-7C-57-40">https://careers.indigenous.link/viewjob?jobname=78-CF-DE-7C-57-40</a>
<b>Company</b>	Pardesi Transport Ltd.
<b>Location</b>	Brampton, Ontario
<b>Date Posted</b>	From: 2024-02-01 To: 2024-07-30
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25/hr, 40 hours a week
<b>Languages</b>	English

### Description

One (1) position Administrative assistant (NOC 13110) at Pardesi Transport Ltd., located at 112 Elbermarkell Dr, Brampton, ON - L6X 0X5

Tasks:

- Plan and control budget and expenditures
- Supervise other workers
- Establish and implement policies and procedures
- Train other workers
- Train, direct and motivate staff
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Oversee the analysis of employee data and information
- Compile data, statistics and other information
- Advise senior management
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Perform data entry
- Perform basic bookkeeping tasks
- Supervise office and volunteer staff

Personal Suitability

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Quick learner

**Experience**

7 months to less than 1 year

**Education Requirements**

College/CEGEP

**How to Apply**

pardesi.transport@hotmail.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>3A57F49B591E8</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3A57F49B591E8">http://NewCanadianWorker.ca/viewjob?jobname=3A57F49B591E8</a>	
<b>Company</b>	Pardesi Transport Ltd.	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-02-01	To: 2024-07-30
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**How to Apply**

pardesi.transport@hotmail.com

# Job Board Posting

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

Date Printed: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>66620A69EF13C</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=66620A69EF13C">http://NoExperienceNeeded.ca/viewjob?jobname=66620A69EF13C</a>	
<b>Company</b>	Pardesi Transport Ltd.	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-02-01	To: 2024-07-30
<b>Job</b>	Type: Full-time	Category: Office
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