



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: 2024/07/02

Receptionist

Job ID	7D-FA-1C-F1-F2-CE	
Web Address	https://careers.indigenous.link/viewjob?jobname=7D-FA-1C-F1-F2-CE	
Company	1995741 Alberta Ltd O/A PawsPetPad	
Location	Leduc, Alberta	
Date Posted	From: 2024-02-23	To: 2024-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$18.50 Hourly, for 30 to 40 Hours per week	
Languages	English	

Description

Job Types

Regular job

Benefits

Health benefits

Health care plan

Terms of Employment:

Full Time, Permanent

Location:

4105 65A Ave suite 101

Leduc, AB

T9E 0Z4

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

Will train

Work setting

Private sector

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Operate switchboard or telephone system

Schedule and confirm appointments

Send invoices

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Calculate billing charges

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Attention to detail

Personal suitability
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player

How to Apply

By email
jobs.pawspetpad@gmail.com

By mail
4105 65A Ave suite 101
Leduc, AB
T9E 0Z4

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Receptionist

Job ID	DD7AB79F09C57	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=DD7AB79F09C57	
Company	1995741 Alberta Ltd O/A PawsPetPad	
Location	Leduc, Alberta	
Date Posted	From: 2024-02-23	To: 2024-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$18.50 Hourly, for 30 to 40 Hours per week	
Languages	English	

Description

Job Types

Regular job

Benefits

Health benefits

Health care plan

Terms of Employment:

Full Time, Permanent

Location:

4105 65A Ave suite 101

Leduc, AB

T9E 0Z4

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

Will train

Work setting

Private sector

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Operate switchboard or telephone system

Schedule and confirm appointments

Send invoices

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Calculate billing charges

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Attention to detail

Personal suitability
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player

How to Apply

By email
jobs.pawspetpad@gmail.com

By mail
4105 65A Ave suite 101
Leduc, AB
T9E 0Z4

Job Board Posting

Date Printed: 2024/07/02

Receptionist

Job ID	E2CC216C3FD3D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=E2CC216C3FD3D	
Company	1995741 Alberta Ltd O/A PawsPetPad	
Location	Leduc, Alberta	
Date Posted	From: 2024-02-23	To: 2024-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$18.50 Hourly, for 30 to 40 Hours per week	
Languages	English	

Description

Job Types

Regular job

Benefits

Health benefits

Health care plan

Terms of Employment:

Full Time, Permanent

Location:

4105 65A Ave suite 101

Leduc, AB

T9E 0Z4

(1 vacancy)

Overview

Education

Secondary (high) school graduation certificate

Experience

Will train

Work setting

Private sector

Responsibilities

Tasks

Greet people and direct them to contacts or service areas

Operate switchboard or telephone system

Schedule and confirm appointments

Send invoices

Perform clerical duties, such as filing and sorting and distributing mail

Answer telephone and relay telephone calls and messages

Calculate billing charges

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Attention to detail

Personal suitability
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player

How to Apply

By email
jobs.pawspetpad@gmail.com

By mail
4105 65A Ave suite 101
Leduc, AB
T9E 0Z4