



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

Administrative Assistant

Job ID	86-D4-A6-C3-2B-EE
Web Address	https://careers.indigenous.link/viewjob?jobname=86-D4-A6-C3-2B-EE
Company	Sme Worx Consulting Inc. O/a SME Worx Accounting Services
Location	Calgary, Alberta
Date Posted	From: 2024-04-17 To: 2024-10-14
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.50 Hourly / 35 Hours Per Week
Languages	English

Description

Terms of employment: Permanent employment, Full time, Day, Morning

Number of Positions: 1

Job Location: 330 5 Ave SW Calgary, AB T2P 0L4

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Tasks:

Record and prepare minutes of meetings, seminars and conferences; Schedule and confirm appointments; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Order office supplies and maintain inventory; Greet people and direct them to contacts or service areas; Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information; Set up and maintain manual and computerized information filing systems; Type and proofread correspondence, forms and other documents; Work with minimal supervision; Perform data entry; Provide customer service

Work conditions and physical capabilities: Fast-paced environment; Work under pressure; Tight deadlines; Repetitive tasks; Attention to detail, Work with minimal supervision

Personal suitability: Ability to multitask, Accurate, Client focus, Flexibility, Organized, Reliability, Team player, Time management

How to Apply

By email: cassie@smeworx.ca

Job Board Posting



Date Printed: 2024/07/02

Administrative Assistant

Job ID	22F8E1359D94B
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=22F8E1359D94B
Company	Sme Worx Consulting Inc. O/a SME Worx Accounting Services
Location	Calgary, Alberta
Date Posted	From: 2024-04-17 To: 2024-10-14
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$26.50 Hourly / 35 Hours Per Week
Languages	English

Description

Terms of employment: Permanent employment, Full time, Day, Morning

Number of Positions: 1

Job Location: 330 5 Ave SW Calgary, AB T2P 0L4

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Tasks:

Record and prepare minutes of meetings, seminars and conferences; Schedule and confirm appointments; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Order office supplies and maintain inventory; Greet people and direct them to contacts or service areas; Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information; Set up and maintain manual and computerized information filing systems; Type and proofread correspondence, forms and other documents; Work with minimal supervision; Perform data entry; Provide customer service

Work conditions and physical capabilities: Fast-paced environment; Work under pressure; Tight deadlines; Repetitive tasks; Attention to detail, Work with minimal supervision

Personal suitability: Ability to multitask, Accurate, Client focus, Flexibility, Organized, Reliability, Team player, Time management

How to Apply

By email: cassie@smeworx.ca