



# 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: 2024/06/30

## Office Manager

<b>Job ID</b>	<b>87-17-22-3A-7B-36</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=87-17-22-3A-7B-36">https://careers.indigenous.link/viewjob?jobname=87-17-22-3A-7B-36</a>	
<b>Company</b>	7523203 Canada Inc. O/A ODC	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-05-28	To: 2024-11-24
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$27/hour, 40 hours/week	
<b>Languages</b>	English	

### Description

One (1) position of Office Manager at 7523203 Canada Inc O/A ODC at 36 Vodden Street E #102, Brampton, ON, L6V 4H4.

#### Main Duties:

- Implement new administrative procedures
  - Review and evaluate new administrative procedures
  - Establish work priorities and ensure procedures are followed and deadlines are met
  - Carry out administrative activities of establishment
  - Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
  - Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
  - Assist in the preparation of operating budget and maintain inventory and budgetary controls
  - Assemble data and prepare periodic and special reports, manuals and correspondence
  - Oversee and co-ordinate office administrative procedures
  - Plan and control budget and expenditures
- Personal Suitability
- Efficient interpersonal skills
  - Excellent oral communication
  - Excellent written communication
  - Flexibility
  - Organized
  - Ability to multitask
  - Time management
  - Adaptability
  - Integrity
  - Team player

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### How to Apply

[jobs.odcvodden@gmail.com](mailto:jobs.odcvodden@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

## Office Manager

<b>Job ID</b>	<b>32E4F66B26225</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=32E4F66B26225">http://NewCanadianWorker.ca/viewjob?jobname=32E4F66B26225</a>	
<b>Company</b>	7523203 Canada Inc. O/A ODC	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-05-28	To: 2024-11-24
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$27/hour, 40 hours/week	
<b>Languages</b>	English	

### Description

One (1) position of Office Manager at 7523203 Canada Inc O/A ODC at 36 Vodden Street E #102, Brampton, ON, L6V 4H4.

Main Duties:

Implement new administrative procedures

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondence

Oversee and co-ordinate office administrative procedures

Plan and control budget and expenditures

Personal Suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Ability to multitask

Time management

Adaptability

Integrity

Team player

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

### How to Apply

[jobs.odcvodden@gmail.com](mailto:jobs.odcvodden@gmail.com)

# Job Board Posting

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

Date Printed: 2024/06/30

## Office Manager

<b>Job ID</b>	<b>979B8DFEA8597</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=979B8DFEA8597">http://NoExperienceNeeded.ca/viewjob?jobname=979B8DFEA8597</a>	
<b>Company</b>	7523203 Canada Inc. O/A ODC	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-05-28	To: 2024-11-24
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