



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 (NOC 13110)

Job ID	87-3C-DF-31-97-8B
Web Address	https://careers.indigenous.link/viewjob?jobname=87-3C-DF-31-97-8B
Company	2352083 Alberta Ltd O/A Papa John's Pizza Hinton
Location	Hinton, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.00 Per Hour (35 Hours In A Week)
Languages	English

Description

Vacancy:1

Terms of employment: Permanent, Full time, Day, Evening, Weekend

Job Duties:

Prepare and monitor invoices.

- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Follow company guidelines for food and cash control. Also, organize the weekly schedule of the staff.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies from wholesalers; verifying receipt of supplies
- Hire and train staff.
- Set up and maintain manual and computerized information filing systems.
- Answer telephone and relay telephone calls and messages
- Undertaken daily administrative tasks to ensure the functionality and coordination of business activities.

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Fast-paced environment

Other

Business and Job location: 858C/1 Car Michael Lane Hinton, AB T7V 1Y6

How to Apply

By email

pjbonniedoon@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant (NOC 13110)

Job ID	A1213B42623CA	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A1213B42623CA	
Company	2352083 Alberta Ltd O/A Papa John's Pizza Hinton	
Location	Hinton, Alberta	
Date Posted	From: 2024-03-01	To: 2024-08-28
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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pjbonniedoon@gmail.com

Job Board Posting

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

Date Printed: 2024/07/02

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Job ID	854AB386A8C1B
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=854AB386A8C1B
Company	2352083 Alberta Ltd O/A Papa John's Pizza Hinton
Location	Hinton, Alberta
Date Posted	From: 2024-03-01 To: 2024-08-28
Job	Type: Full-time Category: Office
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