



# 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: 2024/07/01

## Administrative Secretary (NOC 13110)

<b>Job ID</b>	<b>89-66-C9-C1-93-02</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=89-66-C9-C1-93-02">https://careers.indigenous.link/viewjob?jobname=89-66-C9-C1-93-02</a>	
<b>Company</b>	Paramount Flooring Canada Ltd.	
<b>Location</b>	Lloydminster, Alberta	
<b>Date Posted</b>	From: 2024-05-15	To: 2024-11-11
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.36/hour; 40 hours/week	
<b>Languages</b>	English	

### Description

Paramount Flooring Canada Ltd. is in need of Administrative Secretary

Employment Terms: Full Time - Permanent

Duties and Responsibilities:

1. Prepare and proofread proposals, correspondence, reports, contracts and other related documents.
2. Check and distribute incoming mail and other material and coordinate information internally and with another department
3. Answer telephone and relay to proper recipient.
4. Maintain work records, logs and information filing system
5. Maintain inventory and order office supplies.
6. Attend to walk-in customers and show them various store products.
7. Prepare flooring quotes and engage in selling flooring products when required.
8. Prepare and send invoices to customers.
9. Receive and issue receipts to customers.
10. Perform other related duties assigned by the manager.

Employment Requirements:

1. Education: Completion of secondary school education is required
2. Work Experience: Minimum of 1-year previous clerical experience is required
3. Good communication and listening skills
4. Ability to work calmly and effectively under pressure
5. Strong computer skill is required; Microsoft Office, Word and Excel

Working Hours: 8 hours/day, work from 8 AM to 5 PM, Monday to Friday; 2 days off per week

Benefits: Disability, Dental and Extended Medical Insurance

Work Location Address: #1 2616 - 50 Avenue, Lloydminster, Alberta, Canada T9V 2S3

### How to Apply

E-mail resume: [flooringparamount@gmail.com](mailto:flooringparamount@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

## Administrative Secretary (NOC 13110)

<b>Job ID</b>	<b>0DDBC436E9650</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0DDBC436E9650">http://NewCanadianWorker.ca/viewjob?jobname=0DDBC436E9650</a>	
<b>Company</b>	Paramount Flooring Canada Ltd.	
<b>Location</b>	Lloydminster, Alberta	
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# Job Board Posting

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

Date Printed: 2024/07/01

## Administrative Secretary (NOC 13110)

<b>Job ID</b>	<b>ACED435CB964A</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=ACED435CB964A">http://NoExperienceNeeded.ca/viewjob?jobname=ACED435CB964A</a>	
<b>Company</b>	Paramount Flooring Canada Ltd.	
<b>Location</b>	Lloydminster, Alberta	
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# Job Board Posting



**APathForAll.com**  
Refugees & Asylum Seekers...

Date Printed: 2024/07/01

## Administrative Secretary (NOC 13110)

<b>Job ID</b>	<b>APFA-VG-BE-07-01-34</b>	
<b>Web Address</b>	<a href="https://apathforall.com/viewjob?jobname=APFA-VG-BE-07-01-34">https://apathforall.com/viewjob?jobname=APFA-VG-BE-07-01-34</a>	
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