



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: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	8D-98-03-9D-92-D4	
Web Address	https://careers.indigenous.link/viewjob?jobname=8D-98-03-9D-92-D4	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-05-03	To: 2024-10-30
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.00/ Hour, 40 Hours/week	
Languages	English	

Description

Sunrise Freight Systems Inc., located at 11 Sloan Drive, Caledon, Ontario L7C 2B8 is looking for an Administrative Assistant in our accounting department on a permanent full-time position.

No. of Vacancy of this position: 1

Main Duties of the Administrative Assistant (NOC 13110):

- Filing and organizing the paperwork and electronic documents, such as invoices and reports for the accounting department.
- Determine and establish office procedures and routines.
- Answers phone and email inquiries in a professional and courteous manner and direct inquiries to the appropriate staff members
- Greeting guests and directing them to appropriate departments when needed.
- Preparing presentations, documents, and other reports using Microsoft tools i:e; Outlook, Microsoft Excel, Microsoft Word
- Examine and verify accuracy of work and authorize routine payments, credits, deposits, and withdrawals.
- Performs various duties including arranging and coordinating conferences and seminars with other departments.
- Opens and distributes incoming regular and electronic mail and other material and co-ordinates the flow of information internally and with other departments of the company.
- Scheduling and coordinating professional staff meetings, interviews, and appointments.
- Set up and maintain manual and computerized information filing system.
- Assures that all the computers, photocopiers and other office equipment are in proper working order.
- Arranging for repair and maintenance of office equipment.
- Order office supplies and maintains inventory electronically and manually.

Experience

Minimum one year of experience is required in related field

Education Requirements

Completion of Secondary School is required

How to Apply

gurpreet@sunrisefreightsystems.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	82D6EB1C2247F	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=82D6EB1C2247F	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-05-03	To: 2024-10-30
Job	Type: Full-time	Category: Office
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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 Assistant (NOC 13110)

Job ID	7ACDEC6A7E502	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7ACDEC6A7E502	
Company	Sunrise Freight Systems Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-05-03	To: 2024-10-30
Job	Type: Full-time	Category: Office
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