



# 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 Assistant

<b>Job ID</b>	<b>8E-1D-01-42-7B-34</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=8E-1D-01-42-7B-34">https://careers.indigenous.link/viewjob?jobname=8E-1D-01-42-7B-34</a>	
<b>Company</b>	1625785 Alberta Ltd	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.64 Hourly / 30 To 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Location: Edmonton, AB T6N 0A5

Terms of employment: Permanent employment, Full time

Vacancies: 1

Computer and technology knowledge: MS Excel, MS Outlook, MS PowerPoint, MS Windows, MS Word, Database software, MS Access, Quick Books, Adobe Acrobat Reader

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Manage contracts

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Respond to employee questions and complaints

Order office supplies and maintain inventory

Liaise with management, union officials and HR consultants

Oversee payroll administration

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Conduct performance reviews

Assign, co-ordinate and review projects and programs

Plan, organize, direct, control and evaluate daily operations

### Work Environment

Oil and gas industry, Office, Urban area

### How to Apply

By email: [azeemsar@telus.net](mailto:azeemsar@telus.net)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

## Administrative Assistant

<b>Job ID</b>	<b>AFF99998C632A</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=AFF99998C632A">http://NewCanadianWorker.ca/viewjob?jobname=AFF99998C632A</a>	
<b>Company</b>	1625785 Alberta Ltd	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.64 Hourly / 30 To 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Location: Edmonton, AB T6N 0A5

Terms of employment: Permanent employment, Full time

Vacancies: 1

Computer and technology knowledge: MS Excel, MS Outlook, MS PowerPoint, MS Windows, MS Word, Database software, MS Access, Quick Books, Adobe Acrobat Reader

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Manage contracts

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Respond to employee questions and complaints

Order office supplies and maintain inventory

Liaise with management, union officials and HR consultants

Oversee payroll administration

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Conduct performance reviews

Assign, co-ordinate and review projects and programs

Plan, organize, direct, control and evaluate daily operations

### Work Environment

Oil and gas industry, Office, Urban area

### How to Apply

By email: [azeemsar@telus.net](mailto:azeemsar@telus.net)

# Job Board Posting

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

Date Printed: 2024/07/01

## Administrative Assistant

<b>Job ID</b>	<b>03C9CF4FFC5CB</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=03C9CF4FFC5CB">http://NoExperienceNeeded.ca/viewjob?jobname=03C9CF4FFC5CB</a>	
<b>Company</b>	1625785 Alberta Ltd	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-04-30	To: 2024-10-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.64 Hourly / 30 To 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Location: Edmonton, AB T6N 0A5

Terms of employment: Permanent employment, Full time

Vacancies: 1

Computer and technology knowledge: MS Excel, MS Outlook, MS PowerPoint, MS Windows, MS Word, Database software, MS Access, Quick Books, Adobe Acrobat Reader

### Experience

7 months to less than 1 year

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Manage contracts

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Respond to employee questions and complaints

Order office supplies and maintain inventory

Liaise with management, union officials and HR consultants

Oversee payroll administration

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Conduct performance reviews

Assign, co-ordinate and review projects and programs

Plan, organize, direct, control and evaluate daily operations

### Work Environment

Oil and gas industry, Office, Urban area

### How to Apply

By email: [azeemsar@telus.net](mailto:azeemsar@telus.net)