



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: 2024/07/03

Office Administrator

Job ID	8F-77-6D-E3-4F-D3	
Web Address	https://careers.indigenous.link/viewjob?jobname=8F-77-6D-E3-4F-D3	
Company	U2ME Management	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-09	To: 2024-07-07
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54 hourly / 40 hours per Week	
Languages	English	

Description

Location

1416 21 Ave NW

Calgary, AB

T2M 1L6

Terms of employment

Permanent employment

Full time

1 vacancy

Overview

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience

1 year to less than 2 years

Work setting

Urban area

Responsibilities

Tasks

Review, evaluate and implement 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

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

Perform data entry

Resolve conflict situations

Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

Quick Books

Social Media

MS Excel

MS Office

MS Outlook

MS Windows

MS Word

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to Apply

By email

hugo@u2memanagement.com

Job Board Posting

Date Printed: 2024/07/03

Office Administrator

Job ID	EDEAB676289C0	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=EDEAB676289C0	
Company	U2ME Management	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-09	To: 2024-07-07
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/07/03

Office Administrator

Job ID	EAE63E57060D1	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=EAE63E57060D1	
Company	U2ME Management	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-09	To: 2024-07-07
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.54 hourly / 40 hours per Week	
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