



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Administrative Assistant

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|-----------------------|---|------------------|
| Job ID | 90-9D-EB-FD-CC-3C | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=90-9D-EB-FD-CC-3C | |
| Company | Rowe's Construction | |
| Location | Hay River, Northwest Territories | |
| Date Posted | From: 2024-06-22 | To: 2024-08-21 |
| Job | Type: Full-time | Category: Office |
| Job Start Date | As soon as possible | |
| Job Salary | \$25.00-\$30.00 per hour | |
| Languages | English | |

Description

Duties will include:

- Answer and direct incoming calls
- Greet visitors and assist or direct them to appropriate department
- Accept payments and issue receipts to clients
- Sort and distribute incoming mail. Prepare outgoing mail & daily bank deposits
- Prepare Ft. Simpson Interoffice Mail envelope
- Track vehicle registration renewal due dates and obtain new registrations as required
- Data Entry/Posting misc. invoices into Jonas Accounting Software
- Make Flight and accommodation bookings for various staff as required
- Prepare and administer New Employee Orientation packages as required
- Maintain Equipment list as required, including notifying insurance company of changes
- Assist with Freight department as required
- Order, receive and shelve Office Supplies, Coveralls, Safety Supplies, etc
- Assist other office staff and project superintendents.
- Other duties as assigned.

Experience

- Excellent oral and written communication, interpersonal and organizational skills
- Experience with general office procedures, Microsoft Word, Excel and Outlook

Credentials

Valid Class 5 drivers license preferred

Education Requirements

- Grade 12 diploma or equivalent
- Office administration certificate or equivalent experience would be an asset

Work Environment

Hours of work 8:00am to 5:00pm Monday to Friday (some overtime may be required)

How to Apply

trowe@rowesrealty.ca