



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: 2024/07/02

Administrative Assistant

Job ID	91-47-A9-D3-3E-84
Web Address	https://careers.indigenous.link/viewjob?jobname=91-47-A9-D3-3E-84
Company	Super Ming Trading Inc
Location	Markham, Ontario
Date Posted	From: 2024-03-27 To: 2024-09-23
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.00 / Hour, 40.00 Hours / Week
Languages	English

Description

Vacancies:

1

Terms of employment

Permanent, Full time

Employment conditions

Day, Morning

Employer

Super Ming Trading Inc

Job Tasks

Train other workers

Schedule and confirm appointments

Compile data, statistics and other information

Oversee the preparation of reports

Order office supplies and maintain inventory

Maintain and manage digital database

Plan, organize, direct, control and evaluate daily operations

Computer and technology knowledge

Google Docs

MS Office

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Ability to multitask

Flexibility

Organized

Team player

Accurate

Reliability

Work Location

Unit4, 111 Esna Park Dr

Markham, ON

L3R 1H2

Experience

1 to less than 7 months

Education Requirements

Secondary (high) school graduation certificate

Other

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth

How to Apply

By email

jobs.supermingtrading@gmail.com

By mail

Unit4, 111 Esna Park Dr

Markham, ON

L3R 1H2

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

Administrative Assistant

Job ID	5B491A3A07E69	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5B491A3A07E69	
Company	Super Ming Trading Inc	
Location	Markham, Ontario	
Date Posted	From: 2024-03-27	To: 2024-09-23
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.00 / Hour, 40.00 Hours / Week	
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Markham, ON

L3R 1H2

Job Board Posting

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

Date Printed: 2024/07/02

Administrative Assistant

Job ID	7D024EEE36B0E
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7D024EEE36B0E
Company	Super Ming Trading Inc
Location	Markham, Ontario
Date Posted	From: 2024-03-27 To: 2024-09-23
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.00 / Hour, 40.00 Hours / Week
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