



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

Administrative Assistant

Job ID	97-74-9C-EB-48-07	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-74-9C-EB-48-07	
Company	Ace Canada Construction Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-01-16	To: 2024-07-14
Job	Type: Full-time	Category: Office
Job Salary	\$ 25.00-\$25.50- per hour for 32 - 40 hours/week	
Languages	English	

Description

Location: 6209 Healey Road, Caledon, ON, L7C0X1

Vacancies: 1

Terms of employment: Permanent, Full time

Job Duties:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as correspondence, or other material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Schedule and confirm appointments for the President and Supervisors.
- Maintain scheduling and event calendars.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Make copies of correspondence or other printed material.
- Order and dispense supplies.
- Provide services to customers, such as account information.
- Arrange conference, meeting, or travel reservations for the president and Supervisors.

Education: Completion of a college diploma or other Non University Diploma or certificate of 1 years to 2 years

Work Experience: 7 months to less than 1 year experience in office support

How to Apply

Contact: acecanadaconstruction@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant

Job ID	1755BE375F062	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=1755BE375F062	
Company	Ace Canada Construction Inc.	
Location	Caledon, Ontario	
Date Posted	From: 2024-01-16	To: 2024-07-14
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: 2024/07/03

Administrative Assistant

Job ID	C6889843DD61E
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=C6889843DD61E
Company	Ace Canada Construction Inc.
Location	Caledon, Ontario
Date Posted	From: 2024-01-16 To: 2024-07-14
Job	Type: Full-time Category: Office
Job Salary	\$ 25.00-\$25.50- per hour for 32 - 40 hours/week
Languages	English

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