



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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Administrative Assistant (NOC 13110)

Job ID	97-CE-E0-50-F1-24	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-CE-E0-50-F1-24	
Company	2061402 Alberta Ltd.	
Location	Beaumont, Alberta	
Date Posted	From: 2024-02-06	To: 2024-08-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.64 Hourly / 35 Hours Per Week	
Languages	English	

Description

Vacancy: 2

Terms of employment: Permanent employment

Full time

Early Morning, Morning

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Compile data, statistics and other information

Respond to employee questions and complaints

Plan, organize, direct, control and evaluate daily operations

Type and proofread correspondence, forms and other documents

Business and work location : 5010 50 Street suite suite 202 Beaumont, AB T4X 1E6

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

How to Apply

By email

rajan2061402@yahoo.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant (NOC 13110)

Job ID	C6D8EE14CC45E	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C6D8EE14CC45E	
Company	2061402 Alberta Ltd.	
Location	Beaumont, Alberta	
Date Posted	From: 2024-02-06	To: 2024-08-04
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
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rajan2061402@yahoo.com

Job Board Posting

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

Date Printed: 2024/07/03

Administrative Assistant (NOC 13110)

Job ID	B2F27A77CB4C2	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=B2F27A77CB4C2	
Company	2061402 Alberta Ltd.	
Location	Beaumont, Alberta	
Date Posted	From: 2024-02-06	To: 2024-08-04
Job	Type: Full-time	Category: Office
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