



# 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 (NOC 13110)

<b>Job ID</b>	<b>A3-22-85-BB-FB-17</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A3-22-85-BB-FB-17">https://careers.indigenous.link/viewjob?jobname=A3-22-85-BB-FB-17</a>	
<b>Company</b>	Seneca Building Maintenance Ltd.	
<b>Location</b>	Surrey , British Columbia	
<b>Date Posted</b>	From: 2024-05-31	To: 2024-11-27
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 per hour, 35- 40 hours per week	
<b>Languages</b>	English (Oral and Written)	

### Description

Seneca Building Maintenance Ltd. located at Unit 201, 8334 128 Street, Surrey BC V3W 4G2 is looking for 1 full -time Administrative Assistant to join their team as soon as possible.

Position Available: 1

Terms of Employment: Permanent, Full-time

Work Location: Unit 201, 8334 128 Street, Surrey BC V3W 4G2

Job Duties:

- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Order office supplies and maintain inventory
- Compile data, statistics and other information
- Answer electronic enquiries
- Answer telephone and relay telephone calls and messages
- Schedule and confirm appointments
- Determine and establish office procedures and routines
- Record and prepare minutes of meetings, seminars and conferences

Job Requirements:

Education: Completion of secondary school is required

Experience: 1-2 years of related work experience required.

Work Conditions and Physical Capabilities:

Fast-paced environment, Repetitive tasks, Attention to detail

Personal Suitability:

Ability to multitask, Excellent oral communication, Organized, Team player

### How to Apply

Contact only by sending emails at:

[career@senecacleaning.com](mailto:career@senecacleaning.com), No phone calls or personal visits are allowed before the interview. Selected candidates would be contacted for one to one interview.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

## Administrative Assistant (NOC 13110)

<b>Job ID</b>	<b>E978E34BCB251</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=E978E34BCB251">http://NewCanadianWorker.ca/viewjob?jobname=E978E34BCB251</a>	
<b>Company</b>	Seneca Building Maintenance Ltd.	
<b>Location</b>	Surrey , British Columbia	
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# Job Board Posting

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

Date Printed: 2024/06/30

## Administrative Assistant (NOC 13110)

<b>Job ID</b>	<b>FB5872D76E92F</b>
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=FB5872D76E92F">http://NoExperienceNeeded.ca/viewjob?jobname=FB5872D76E92F</a>
<b>Company</b>	Seneca Building Maintenance Ltd.
<b>Location</b>	Surrey , British Columbia
<b>Date Posted</b>	From: 2024-05-31 To: 2024-11-27
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