



# 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: 2024/07/03

## Administrative Assistant

<b>Job ID</b>	<b>A7-34-67-92-23-5A</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A7-34-67-92-23-5A">https://careers.indigenous.link/viewjob?jobname=A7-34-67-92-23-5A</a>	
<b>Company</b>	First Gear Project	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2024-02-07	To: 2024-08-05
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.64 hourly / 30 to 40 hours per Week	
<b>Languages</b>	English	

### Description

Location 4136 97 Street NW, Edmonton, AB T6E 5Y6

Terms of employment Permanent employment Full time

Day, Evening, Morning, Shift, Weekend

Vacancies 1 vacancy

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Carry out administrative activities of establishment

Review, evaluate and implement new administrative procedures

Assemble data and prepare periodic and special reports, manuals and correspondence

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Oversee and co-ordinate office administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

### How to Apply

By email

[sales@firstgeartrade.com](mailto:sales@firstgeartrade.com)