



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: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	A9-3A-D2-A7-DD-73	
Web Address	https://careers.indigenous.link/viewjob?jobname=A9-3A-D2-A7-DD-73	
Company	Onshore Group Inc	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-17	To: 2024-11-13
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$26.34 / Hour For 35 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent, Full time , Day, Evening

Job requirements

Personal suitability

Flexibility, Organized, Reliability, Team player

Computer and technology knowledge

MS Office, MS Word

Tasks

Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

Work conditions and physical capabilities

Fast-paced environment, Repetitive tasks, Attention to detail

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business and Job location: Unit 101 3230 97 street NW Edmonton, AB T6N 1K4

How to Apply

By email

onshoregroup01@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	92C4B0423BF45	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=92C4B0423BF45	
Company	Onshore Group Inc	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-17	To: 2024-11-13
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: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	02E0732CD0D6B	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=02E0732CD0D6B	
Company	Onshore Group Inc	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-17	To: 2024-11-13
Job	Type: Full-time	Category: Office
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onshoregroup01@gmail.com

Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/01

Administrative Assistant (NOC 13110)

Job ID	B3EC3C9966	
Web Address	https://apathforall.com/viewjob?jobname=B3EC3C9966	
Company	Onshore Group Inc	
Location	Edmonton, Alberta	
Date Posted	From: 2024-05-17	To: 2024-11-13
Job	Type: Full-time	Category: Office
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