



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: 2024/05/19

Office Assistant (NOC 14100)

Job ID	AF-5F-30-AC-89-EE	
Web Address	https://careers.indigenous.link/viewjob?jobname=AF-5F-30-AC-89-EE	
Company	933195 Alberta Ltd.	
Location	Leduc, Alberta	
Date Posted	From: 2023-03-29	To: 2023-09-25
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.13 / Hour, 32 Hours / Week	
Languages	English	

Description

Vacancies: 1

Terms of employment: Permanent / Full time, Day

Job Requirements:

Tasks

Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Provide general information to clients and the public, Photocopy and collate documents for distribution, mailing and filing, Order office supplies and maintain inventory, Store, update and retrieve financial data

Work Conditions and Physical Capabilities:

Work under pressure, Attention to detail

Experience

1 year to less than 2 years

Education Requirements

Secondary (high) school graduation certificate

Other

Business Address and Job Location: 275 Southwick St. Leduc, AB T9E 0E7

How to Apply

By email:

jobs.933195albertaltd@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

Office Assistant (NOC 14100)

Job ID	1EE2D8FF2FF46	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=1EE2D8FF2FF46	
Company	933195 Alberta Ltd.	
Location	Leduc, Alberta	
Date Posted	From: 2023-03-29	To: 2023-09-25
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.13 / Hour, 32 Hours / Week	
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jobs.933195albertaltd@gmail.com

Job Board Posting

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

Date Printed: 2024/05/19

Office Assistant (NOC 14100)

Job ID	D8F1618CB700A	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=D8F1618CB700A	
Company	933195 Alberta Ltd.	
Location	Leduc, Alberta	
Date Posted	From: 2023-03-29	To: 2023-09-25
Job	Type: Full-time	Category: Office
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