



# 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

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## Administrative Assistant

<b>Job ID</b>	<b>B2-8B-C8-12-F2-2D</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B2-8B-C8-12-F2-2D">https://careers.indigenous.link/viewjob?jobname=B2-8B-C8-12-F2-2D</a>
<b>Company</b>	Red Baron Inn
<b>Location</b>	Barrhead, Alberta
<b>Date Posted</b>	From: 2024-04-17 To: 2024-10-14
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$24.00 hourly / 30 to 40 hours per Week
<b>Languages</b>	English

### Description

Location 5011 50 Street Barrhead, AB T7N 1L1

Terms of employment Permanent employment Full time

Day, Evening, Morning, Weekend

Vacancies 1

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Carry out administrative activities of establishment

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

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

Oversee and co-ordinate office administrative procedures

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

Review and evaluate new administrative procedures

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

### How to Apply

By email

wain7111@gmail.com