



# 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: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>B2-FA-AF-53-E9-FB</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B2-FA-AF-53-E9-FB">https://careers.indigenous.link/viewjob?jobname=B2-FA-AF-53-E9-FB</a>
<b>Company</b>	Crown Building supplies Ltd.
<b>Location</b>	Surrey, British Columbia
<b>Date Posted</b>	From: 2024-03-16 To: 2024-09-12
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.00 hourly / 40 hours per Week
<b>Languages</b>	English

### Description

Location-7550 132 Street suite 10

Surrey, BC V3W 4M7

Terms of employment-Permanent employment-Full time

Vacancies-1 vacancy

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Retail/wholesale establishment/distribution centre

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Plan, organize, direct, control and evaluate daily operations

Arrange travel, related itineraries and make reservations

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

Conduct research

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to Apply**

By email

[gary@crownbuilding.ca](mailto:gary@crownbuilding.ca)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>1E1D4BA6D180F</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=1E1D4BA6D180F">http://NewCanadianWorker.ca/viewjob?jobname=1E1D4BA6D180F</a>	
<b>Company</b>	Crown Building supplies Ltd.	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2024-03-16	To: 2024-09-12
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 hourly / 40 hours per Week	
<b>Languages</b>	English	

### Description

Location-7550 132 Street suite 10

Surrey, BC V3W 4M7

Terms of employment-Permanent employment-Full time

Vacancies-1 vacancy

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Retail/wholesale establishment/distribution centre

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Plan, organize, direct, control and evaluate daily operations

Arrange travel, related itineraries and make reservations

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

Conduct research

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to Apply**

By email

[gary@crowncorona.com](mailto:gary@crowncorona.com)

# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>BE52784C56790</b>
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=BE52784C56790">http://NoExperienceNeeded.ca/viewjob?jobname=BE52784C56790</a>
<b>Company</b>	Crown Building supplies Ltd.
<b>Location</b>	Surrey, British Columbia
<b>Date Posted</b>	From: 2024-03-16 To: 2024-09-12
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.00 hourly / 40 hours per Week
<b>Languages</b>	English

### Description

Location-7550 132 Street suite 10

Surrey, BC V3W 4M7

Terms of employment-Permanent employment-Full time

Vacancies-1 vacancy

Overview

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Retail/wholesale establishment/distribution centre

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Plan, organize, direct, control and evaluate daily operations

Arrange travel, related itineraries and make reservations

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

Conduct research

Perform data entry

Provide customer service

Perform basic bookkeeping tasks

Who can apply to this job

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to Apply**

By email

[gary@crowncorona.com](mailto:gary@crowncorona.com)