



# 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: 2024/06/30

## Material Coordinator

<b>Job ID</b>	<b>B5-DB-20-40-71-F9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B5-DB-20-40-71-F9">https://careers.indigenous.link/viewjob?jobname=B5-DB-20-40-71-F9</a>	
<b>Company</b>	President Convention Center Inc.	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-02-03	To: 2024-08-01
<b>Job</b>	Type: Full-time	Category: Supply Chain and Purchasing
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$26.50/hr, 40 hours/week	
<b>Languages</b>	English	

### Description

One (1) position of Material Coordinator (NOC 13201) at President Convention Center Inc., located at 16 Powell Drive, Brampton, ON - L4K4N7

Tasks:

- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Perform routine clerical duties
- Arrange for maintenance and repair work
- Ensure proper functioning of equipment
- Light cleaning duties
- Maintain work records and logs
- Resolve work related problems
- Co-ordinate traffic flow of supplies
- Compile worksheets and specifications of orders
- Prepare and maintain progress and other reports
- Provide customer service
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
- Organize and maintain inventory

Personal Suitability

Client focus

Efficient interpersonal skills

Flexibility

Organized

Reliability

Team player

Accurate

Values and ethics

Initiative

Judgement

Analytical

Proactive

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

**How to Apply**

kang9191@hotmail.com

# Job Board Posting

Date Printed: 2024/06/30

## Material Coordinator

<b>Job ID</b>	<b>A6A7F83B83056</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=A6A7F83B83056">http://NewCanadianWorker.ca/viewjob?jobname=A6A7F83B83056</a>
<b>Company</b>	President Convention Center Inc.
<b>Location</b>	Brampton, Ontario
<b>Date Posted</b>	From: 2024-02-03 To: 2024-08-01
<b>Job</b>	Type: Full-time Category: Supply Chain and Purchasing
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$26.50/hr, 40 hours/week
<b>Languages</b>	English

### Description

One (1) position of Material Coordinator (NOC 13201) at President Convention Center Inc., located at 16 Powell Drive, Brampton, ON - L4K4N7

#### Tasks:

- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Perform routine clerical duties
- Arrange for maintenance and repair work
- Ensure proper functioning of equipment
- Light cleaning duties
- Maintain work records and logs
- Resolve work related problems
- Co-ordinate traffic flow of supplies
- Compile worksheets and specifications of orders
- Prepare and maintain progress and other reports
- Provide customer service
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
- Organize and maintain inventory

#### Personal Suitability

- Client focus
- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability
- Team player
- Accurate
- Values and ethics
- Initiative
- Judgement
- Analytical
- Proactive

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

**How to Apply**

kang9191@hotmail.com

# Job Board Posting

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

Date Printed: 2024/06/30

## Material Coordinator

<b>Job ID</b>	<b>5D5F21027B3F6</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=5D5F21027B3F6">http://NoExperienceNeeded.ca/viewjob?jobname=5D5F21027B3F6</a>	
<b>Company</b>	President Convention Center Inc.	
<b>Location</b>	Brampton, Ontario	
<b>Date Posted</b>	From: 2024-02-03	To: 2024-08-01
<b>Job</b>	Type: Full-time	Category: Supply Chain and Purchasing
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$26.50/hr, 40 hours/week	
<b>Languages</b>	English	

### Description

One (1) position of Material Coordinator (NOC 13201) at President Convention Center Inc., located at 16 Powell Drive, Brampton, ON - L4K4N7

Tasks:

- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Perform routine clerical duties
- Arrange for maintenance and repair work
- Ensure proper functioning of equipment
- Light cleaning duties
- Maintain work records and logs
- Resolve work related problems
- Co-ordinate traffic flow of supplies
- Compile worksheets and specifications of orders
- Prepare and maintain progress and other reports
- Provide customer service
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
- Organize and maintain inventory

Personal Suitability

Client focus

Efficient interpersonal skills

Flexibility

Organized

Reliability

Team player

Accurate

Values and ethics

Initiative

Judgement

Analytical

Proactive

### Experience

1 year to less than 2 years

### Education Requirements

Secondary (high) school graduation certificate

**How to Apply**

kang9191@hotmail.com