



# 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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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/01

## Executive Assistant

<b>Job ID</b>	<b>B6-7C-A2-3F-53-4E</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B6-7C-A2-3F-53-4E">https://careers.indigenous.link/viewjob?jobname=B6-7C-A2-3F-53-4E</a>	
<b>Company</b>	Phoenix Travel Ltd.	
<b>Location</b>	Burnaby, British Columbia	
<b>Date Posted</b>	From: 2024-02-24	To: 2024-08-22
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Salary</b>	\$31.20 per hour, 35 hours per week	
<b>Languages</b>	English	

### Description

Phoenix Travel Ltd., founded over two decades ago, has established itself as a reputable travel service provider. The company is regulated by Consumer Protection BC and is a member of the Association of Canadian Travel Agencies. Additionally, it holds licenses with both the Air Transport Association of Canada and the International Air Transport Association. Phoenix Travel Ltd. offers a wide array of services including flight, hotel, cruise, car rental, and tour bookings to cater to the needs of both individual and corporate clients. Moreover, it specializes in creating customized tours for high-net-worth clients or companies, ensuring a tailored travel experience to meet their specific requirements. We are seeking a highly organized, professional, and dynamic Executive Assistant to support our executive team on a full-time basis. The Executive Assistant will be responsible for managing schedules, coordinating meetings and appointments, preparing documents and reports, and performing various administrative tasks to ensure the executives' workflow runs smoothly. The location of work is at the company office at 311-4885 Kingsway, Burnaby, BC V5H 4T2, Canada.

#### \*\*Responsibilities:\*\*

**Administrative Management and Support:** Manage and organize schedules, appointments, and travel arrangements for senior executives.

**Document Preparation and Management:** Prepare, edit, and manage correspondence, reports, presentations, and other documents. File and retrieve documents and reference materials.

**Meeting Coordination:** Arrange and coordinate meetings, events, and conference calls, including setting agendas, organizing logistics, and recording and distributing minutes.

**Communication and Liaison:** Serve as the point of contact for internal and external communications, interacting with clients, partners, and stakeholders. Monitor and distribute incoming communications.

**Research and Reporting:** Conduct research, compile data, and prepare reports and documents for review and presentation by executives. Analyze incoming memoranda, submissions, and reports, and prepare summary briefs.

**Policy and Procedure Development:** Assist in developing and overseeing administrative policies and procedures for officials, committees, and boards of directors.

**Representation and Negotiation:** Represent executives in discussions with various groups to discuss issues, assess, and recommend courses of action. Liaise with departmental and corporate officials and other organizations on behalf of executives.

### Experience

Proven experience as an executive assistant or similar administrative role for at least two years

### Education Requirements

A Bachelor's Degree is required

### Essential Skills

- Excellent time management and organizational skills
- Strong communication and interpersonal abilities
- Proficiency in MS Office
- Ability to multitask and prioritize tasks effectively

- Discretion and confidentiality are paramount.

**How to Apply**

If interested, please send a resume by email to: [newmilesrecruitment@outlook.com](mailto:newmilesrecruitment@outlook.com).

# Job Board Posting



Date Printed: 2024/07/01

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<b>Job ID</b>	8C19D33CCEE6E	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=8C19D33CCEE6E">http://NewCanadianWorker.ca/viewjob?jobname=8C19D33CCEE6E</a>	
<b>Company</b>	Phoenix Travel Ltd.	
<b>Location</b>	Burnaby, British Columbia	
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# Job Board Posting

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

Date Printed: 2024/07/01

## Executive Assistant

<b>Job ID</b>	<b>AC2DF567CE76A</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=AC2DF567CE76A">http://NoExperienceNeeded.ca/viewjob?jobname=AC2DF567CE76A</a>	
<b>Company</b>	Phoenix Travel Ltd.	
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