



# 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>B6-A9-4F-67-5A-A6</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B6-A9-4F-67-5A-A6">https://careers.indigenous.link/viewjob?jobname=B6-A9-4F-67-5A-A6</a>
<b>Company</b>	Incareof Inc
<b>Location</b>	Mississauga , Ontario
<b>Date Posted</b>	From: 2024-02-26 To: 2024-08-24
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$25.00 Hourly / 30 To 40 Hours Per Week
<b>Languages</b>	English

### Description

Location Mississauga, ON

L5C 4P9

Terms of employment

Permanent employment

Full time

Day, Morning

vacancies 2

Overview

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

Experience

1 year to less than 2 years

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Determine and establish office procedures and routines

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Client focus

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Youth

Who can apply to this job

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

**Experience**

1 year to less than 2 years

**Education Requirements**

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

**How to Apply**

By email

job@masorecruit.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/02

## Administrative Assistant

<b>Job ID</b>	<b>2E8B6F8FC8BDE</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=2E8B6F8FC8BDE">http://NewCanadianWorker.ca/viewjob?jobname=2E8B6F8FC8BDE</a>
<b>Company</b>	Incareof Inc
<b>Location</b>	Mississauga , Ontario
<b>Date Posted</b>	From: 2024-02-26 To: 2024-08-24
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job@masorecruit.com

# Job Board Posting

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

Date Printed: 2024/07/02

## Administrative Assistant

**Job ID** 827717112E28F  
**Web Address** <http://NoExperienceNeeded.ca/viewjob?jobname=827717112E28F>  
**Company** Incareof Inc  
**Location** Mississauga , Ontario  
**Date Posted** From: 2024-02-26 To: 2024-08-24  
**Job** Type: Full-time Category: Office  
**Job Start Date** As soon as possible  
**Job Salary** \$25.00 Hourly / 30 To 40 Hours Per Week  
**Languages** English

### Description

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L5C 4P9

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