



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

Job ID	B6-A9-4F-67-5A-A6	
Web Address	https://careers.indigenous.link/viewjob?jobname=B6-A9-4F-67-5A-A6	
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

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

Job ID	2E8B6F8FC8BDE	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=2E8B6F8FC8BDE	
Company	Incareof Inc	
Location	Mississauga , Ontario	
Date Posted	From: 2024-02-26	To: 2024-08-24
Job	Type: Full-time	Category: Office
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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	
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