



# 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: 2024/07/30

## Executive Assistant

<b>Job ID</b>	<b>BB-D6-E7-A8-F0-AF</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=BB-D6-E7-A8-F0-AF">https://careers.indigenous.link/viewjob?jobname=BB-D6-E7-A8-F0-AF</a>	
<b>Company</b>	Westland I.I.C. Construction Ltd.	
<b>Location</b>	Richmond, British Columbia	
<b>Date Posted</b>	From: 2024-07-12	To: 2025-01-08
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$31.20 Per Hour, 35 hours/week	
<b>Languages</b>	English	

### Description

Westland I.I.C. Construction Ltd., a leading construction company in Richmond, BC, Canada, is seeking an Executive Assistant to provide administrative support to executives and the board of directors. This role is vital to the company's commitment to excellence and efficient project completion.

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

- Compile data and prepare documents
- Establish and coordinate administrative policies
- Train staff
- Analyze incoming and outgoing communications
- Prepare and coordinate summary briefs and reports
- Organize meetings and agendas
- Conduct research and provide recommendations
- Liaise with stakeholders
- Direct daily operations
- Provide customer service
- Arrange travel and accommodations
- Prepare financial statements and contracts
- Manage events and logistics
- Proofread correspondence and documents

#### \*\*Location:\*\*

- 100-3751 Shell Rd, Richmond, BC V6X 2W2

#### \*\*Remuneration:\*\*

- Full-time position

#### \*\*Company Overview:\*\*

Westland I.I.C. Construction Ltd. is a fully integrated development company specializing in various aspects of real estate. Its services range from Development Permit/Rezoning Management to Owner's Representative, reflecting its commitment to excellence and comprehensive project delivery. Westland I.I.C. Construction Ltd. invites candidates to join in its mission to provide top-notch construction services and client satisfaction.

### Experience

- Minimum of two years' experience as an executive assistant or in a similar administrative role
- Real estate experience is highly valued
- Experience in compiling data and document preparation

### Education Requirements

Bachelor's Degree required

### Essential Skills

- Proficiency in business administration/management
- Excellent time management, organizational, and communication skills
- Proficiency in MS Office and office tools
- Ability to handle confidential information
- Demonstrated independence and proactive approach

**How to Apply**

Interested candidates, please send resumes via email to: [newmilesrecruitment@outlook.com](mailto:newmilesrecruitment@outlook.com).

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/07/30

## Executive Assistant

<b>Job ID</b>	025AC9FBD3EEE	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=025AC9FBD3EEE">http://NewCanadianWorker.ca/viewjob?jobname=025AC9FBD3EEE</a>	
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# Job Board Posting

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

Date Printed: 2024/07/30

## Executive Assistant

<b>Job ID</b>	<b>64B69C6619C44</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=64B69C6619C44">http://NoExperienceNeeded.ca/viewjob?jobname=64B69C6619C44</a>	
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