



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: 2024/07/03

Administrative Assistant - Office

| | |
|-----------------------|---|
| Job ID | BD-E2-D9-A8-F7-FD |
| Web Address | https://careers.indigenous.link/viewjob?jobname=BD-E2-D9-A8-F7-FD |
| Company | Alpha Built Inc. |
| Location | Nisku, Alberta |
| Date Posted | From: 2024-02-01 To: 2024-07-30 |
| Job | Type: Full-time Category: Office |
| Job Start Date | As soon as possible |
| Job Salary | \$26.00 hourly, 30 to 40 hours per week |
| Languages | English |

Description

Location: 3409 13 Street, Nisku, AB, T9E 1K7

Vacancy: 1

Permanent, full time employment

Employment conditions: Day, Evening, Morning

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Benefits:

Dental plan

Health care plan

Vision care benefits

Tasks:

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Advise senior management

Order office supplies and maintain inventory

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Set up and maintain manual and computerized information filing systems

Perform basic bookkeeping tasks

Assemble data and prepare periodic and special reports, manuals and correspondence

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Oversee and co-ordinate office administrative procedures

Computer and technology knowledge: MS Excel, MS Outlook, MS Word, MS Office, Electronic mail

Work conditions and physical capabilities: Attention to detail

Personal Suitability: Excellent oral communication, Excellent written communication, Organized

How to Apply

By email: balraj@alphabuilt.ca

By mail:

3409 13 Street, Nisku, AB, T9E 1K7

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/07/03

Administrative Assistant - Office

| | |
|-----------------------|---|
| Job ID | B72F3467A599B |
| Web Address | http://NewCanadianWorker.ca/viewjob?jobname=B72F3467A599B |
| Company | Alpha Built Inc. |
| Location | Nisku, Alberta |
| Date Posted | From: 2024-02-01 To: 2024-07-30 |
| Job | Type: Full-time Category: Office |
| Job Start Date | As soon as possible |
| Job Salary | \$26.00 hourly, 30 to 40 hours per week |
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By mail:

3409 13 Street, Nisku, AB, T9E 1K7

Job Board Posting



APathForAll.com
Refugees & Asylum Seekers...

Date Printed: 2024/07/03

Administrative Assistant - Office

| | | |
|-----------------------|---|------------------|
| Job ID | APFA-SX-EE-02-27-00 | |
| Web Address | https://apathforall.com/viewjob?jobname=APFA-SX-EE-02-27-00 | |
| Company | Alpha Built Inc. | |
| Location | Nisku, Alberta | |
| Date Posted | From: 2024-02-01 | To: 2024-07-30 |
| Job | Type: Full-time | Category: Office |
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