



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: 2024/06/30

Administrative Assistant

Job ID	C2-50-0F-76-B5-EB
Web Address	https://careers.indigenous.link/viewjob?jobname=C2-50-0F-76-B5-EB
Company	Vizion Line Inc.
Location	North York, Ontario
Date Posted	From: 2024-05-29 To: 2024-11-25
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$25.50 Per Hour For 30 Hours Per Week. Overtime Will Apply After 44 Hours Per Week @ 1.5 Times The Wa
Languages	English - Verbal And Written

Description

Vizion Line Inc. situated at 1001-250 Ferrand Dr., North York, ON M3C 3G8, is seeking a dedicated Administrative Assistant to oversee the daily operations of the company. The ideal candidate will possess exceptional communication skills, be diligent, organized, results-driven, and adept at multitasking in a fast-paced environment., is seeking a dedicated Administrative Assistant to oversee the daily operations of the company. The ideal candidate will possess exceptional communication skills, be diligent, organized, results-driven, and adept at multitasking in a fast-paced environment.

Job Responsibilities:

- . Compose, edit and prepare documents including letters, memos, forms and other paperwork;
- . Perform clerical duties such as typing, filing, responding to telephone calls and electronic enquiries;
- . Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information;
- . Record and prepare minutes of meetings and seminars;
- . Ensure timely submission of expense statements and reports;
- . Maintain accurate and confidential records of student records and interactions
- . Follow claims procedures to ensure claims are submitted and credited;
- . Provide administrative support including preparing insurance forms, policy documents, and other related paperwork;
- . Manage activities relating to customer care & invoicing;
- . Communication with clients, including distribution of invoices, statement delivery and accounts receivable collection;
- . Order office supplies and maintain inventory;
- . Maintain the confidentiality of sensitive business information;
- . Ensure clean and organized workplace;
- . Perform any other office duties and responsibilities as assigned;

Experience

1 - 2 years

Education Requirements

College, CEGEP or other non-university certification/diploma in a program of 1 year to 2 years

How to Apply

To be considered for this position please email resumes to: applyjobsvl@gmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/06/30

Administrative Assistant

Job ID	8EA17F64643D5	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=8EA17F64643D5	
Company	Vizion Line Inc.	
Location	North York, Ontario	
Date Posted	From: 2024-05-29	To: 2024-11-25
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.50 Per Hour For 30 Hours Per Week. Overtime Will Apply After 44 Hours Per Week @ 1.5 Times The Wa	
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Job Board Posting

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

Date Printed: 2024/06/30

Administrative Assistant

Job ID	A6459E08F6E31	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=A6459E08F6E31	
Company	Vizion Line Inc.	
Location	North York, Ontario	
Date Posted	From: 2024-05-29	To: 2024-11-25
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$25.50 Per Hour For 30 Hours Per Week. Overtime Will Apply After 44 Hours Per Week @ 1.5 Times The Wa	
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